## March 13, 2020

Montcalm Community College will move its classes to an online format beginning Monday, March 16, as the spread of coronavirus, also known as COVID-19, continues. We hope to resume face-to-face classes on Monday, April 6, but will continue to monitor the progression of the disease and provide updates. Please continue to check your MCC email for these updates.

At this time, MCC will remain open and will continue to provide all of its services, including all student learning support services. Employees will be expected to report to work unless they are ill or have made arrangements with their supervisors based on personal health risks.

While class formats will be online, labs will remain open and students should look for information from their instructors regarding lab work and other course updates. We are taking precautionary measures to spread out lab times to allow for small groups of students to gather at one time.

The college's recreation facilities, including its pool, gym and fitness center, as well as its food service provider, the Woodside Café, will be closed beginning March 14 with an anticipated reopening on April 6.

All MCC sponsored events that anticipate an attendance of 100 or more people have been canceled or postponed.

We will provide additional details on our MCC website at www.montcalm.edu/coronavirus that will be updated as information becomes available.

Our Executive Committee and Crisis Planning Committee members are continuing to meet multiple times a day to continue to assess the situation and make decisions we feel are best for everyone.

We are making every effort to ensure everyone is receiving clear and concise answers to questions. Please share the basic information we have provided when you are asked questions. If you receive a question that you are unable to answer, please let me know so we can draft an appropriate response and share that with all of you who are working directly with callers, visitors and students.

If you are contacted by the media, please direct all of those inquires to Communications Director Shelly Springborn at shellys@montcalm.edu or 989-560-0833.

If you have upset parents, students, or something that comes up we have not addressed, please reach out to me, even if it is over the weekend. My cell is 574-596-2781. Above all else, we don't want students to be penalized for this time. Please reassure them we will work through all situations with them.

We appreciate everyone's efforts as we continue to work through this situation together.