

MCC Coronavirus employee update for Thursday, May 28, 2020

Hello.

We hope you are all doing well.

Due to Governor Whitmer's extension of the state's Stay Home order through June 12, Montcalm Community College has no choice but to move its summer classes to an online format. Classes begin June 1 and run for eight weeks. We have been working with the Michigan Community College Association (MCCA) and the Governor's office in an attempt to allow us to be in-person for summer; however, it has become evident that this will not be allowed at this time.

Our campuses and buildings will continue to be closed to the public during the Stay Home order. At this time, we hope to reopen on a limited basis on Monday, June 15. More information will be sent as this date nears. During this time, please continue to work with your supervisor regarding your work schedule.

We have been very fortunate to have not had any COVID-19 cases directly linked to the College and we don't want to change that fact. While we have a few employees reporting to campus for short periods of time, we find the need to continue the reminder that if you don't need to go to campus, please do not go.

In order to continue minimal business operations, on occasion a few staff may need to go to the campus offices to perform duties they simply cannot do remotely. All employees are to work remotely whenever possible and if you NEED to go to campus, you MUST receive approval from your supervisor, who in turn will issue final approval from their divisional leader (ET member).

Before leaving your home or upon arrival to campus, employees must complete a workplace health screening form, which is available online in MCC Connect at <https://studentmontcalm.sharepoint.com/Sites/mccconnect>. There will also be paper forms available on campus near door entrances. In addition, if you need to go to campus, you will not generally see anyone else, but if you should encounter another employee, please utilize social distancing (at least 6 feet from another person), wash your hands and utilize the hand sanitation stations located throughout campus.

We cannot stress enough, if you feel ill in any way, do not leave your home. If you do experience any illness, the Mid-Michigan District Health Department advises you to isolate at home for a minimum of 7 days since symptoms first appear. In addition, after recovering from

symptoms, you must also have 3 days without fevers and improvement in respiratory symptoms. Also, if you test positive for COVID-19 or have potential symptoms, please notify MCC's Human Resources office by emailing Riki Jensen at riki.jensen@montcalm.edu.

In anticipation of this latest development, our faculty have been preparing to deliver summer classes online. We are committed to delivering the top-quality instruction that our students deserve and expect from MCC. In addition, we will continue to provide our student support services online.

In an effort to still bring students the "in-person" experience, we are offering real-time viewing of some classes via the Internet. We have equipped many faculty members with technology that will allow some instructors to teach class at its scheduled time and students in those classes can tune in through the Internet to view the class and interact with the instructor and other students. Instructors will provide instructions through their course information in Canvas if this option is available for their class.

As you know, our information sometimes changes hourly, so please stay tuned for more updated information. We will continue to email updates and provide information on our website at www.montcalm.edu/coronavirus.

If you have questions or concerns, please reach out directly to me by email at stacy.young@montcalm.edu or call my cell phone at 574-596-2781.

Thank you.

Stacy