March 11, 2020

Dear Bristol Students, Faculty and Staff,

I want to begin by saying that we are doing everything in our power to ensure that you are safe and we are implementing the best precautions and practices available. Thank you for your continued patience as we work through Coronavirus planning and preparation.

We are working together across the state and country to handle this situation. As discussed, Bristol County has not had a confirmed case to date. However, numbers are increasing steadily on a daily basis throughout Massachusetts. We know that it is only a matter of time before our region has confirmed cases and our preparedness needs to be thoughtful and thorough.

This morning, we participated in a conference call with the public health department to discuss a number of decisions that we need to make in relation to spring recess, conference attendance and events being held on the Bristol Campuses. Your safety and wellness is very important to us and we are working through recommendations for spring recess that we will be sending out on Thursday.

In the meantime, we will be adopting some precautionary measures that will enable us to continue to serve our students knowing that things can change on a daily basis at our college and in our community.

We know that limiting social contact or “social distancing” can be beneficial to curtailing the spread of the Coronavirus. As a result, out of an abundance of caution, Bristol Community College will be implementing the following changes:

- For employees, all work-related travel, both foreign and domestic, is to be discontinued until further notice. Staff with outstanding travel commitments or concerns about canceling should contact their supervisor immediately.
- Conferences, seminars and other discretionary gatherings, scheduled and hosted by the college at all locations with audiences larger than 50 will be canceled or postponed from Friday, March 13, 2020 through Friday, April 3, 2020. We will continue to evaluate the situation on an ongoing basis. Please note, we will be sending separate emails with details for larger events that contain breakout sessions such as Equity Day, Professional Day and some of the strategic planning events.
- The college will be reaching out to external entities regarding scheduled events taking place at all college locations with audiences larger than 50. These events will be canceled or postponed through Friday, April 3, 2020. The college will work with each external entity on a case-by-case basis.
It is important that you continue to take precautions to stay healthy.

Hand sanitizer is available in dispensers throughout the college, in each building, on every floor, in multiple locations. Our facilities department is continuing to take every precaution including making sure that these dispensers are filled and classrooms and public areas around the college are being disinfected and cleaned well at all locations.

We recommend the following precautions to stop the spread of germs:

- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing or sneezing.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash. If you do not have a tissue, cough or sneeze into the inside of your elbow.
- Stay home when you are sick. Help keep everyone safe!
- There is still time to get your flu vaccine to protect against the seasonal flu.
- Keep a healthy mind. If you are feeling overwhelmed reach out for assistance. There are great resources listed on the BristolCC.edu/Flu page.

Please take the time to visit our website for more helpful resources and information at BristolCC.edu/Flu. We are all here to support each other and get through this together.

Thank you,

Laura L. Douglas
President