March 2, 2020

Dear Bristol Students,

In recent days, you have likely heard escalating reports about the Coronavirus (COVID-19) including cases in Massachusetts and Rhode Island. The college has stepped up a number of precautions and is monitoring the situation on a daily basis. We have set up a Coronavirus Task Force that includes members of the leadership team, student health services and the emergency preparedness team. This team will work together to ensure that we are informed and prepared as this situation progresses.

We are in regular communication with our colleagues at the state level, and we are receiving guidance from state public health officials on a continual basis. We feel confident in saying that currently there is no immediate risk and no need to change your routine activities, but we should be more diligent in our everyday precautions. We also recognize that the situation is changing regularly, and we want to help you to be ready. Please take the time to familiarize yourself with the facts. You are encouraged to check the Centers for Disease Control and Prevention (CDC) website for the most up-to-date information: www.cdc.gov/coronavirus/2019-ncov.

There are three key areas that we are focusing on this week:

1. **Precautions**: We are taking proactive steps to help stop the spread of germs at all of our locations and ask that you take some precautions as well.
   - We have created a webpage with links to the most current information from Massachusetts, Rhode Island, the CDC and the World Health Organization at BristolCC.edu/Flu.
   - Our facilities department is continuing to take every precaution including making sure that hand sanitizer dispensers are filled and classrooms and public areas around the college are being disinfected and cleaned well at all locations.
   - Reminder, hand sanitizer is available in dispensers throughout the college, in each building on every floor in multiple locations. Please wash or use sanitizer on your hands before and after each class.

   **Please follow these simple steps to help prevent the spread of all 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.
2. **Reporting:** We have received direction on how to report and respond if we suspect a member of our college community is affected. We are reviewing the steps we have in place for handling a specific case of Coronavirus and how we will respond if there are cases in our region. These are similar to protocols we currently have in place for all infectious diseases.
   - Student Health Services and the Wellness team are in the process of updating our Communicable and Infectious Disease Policy and confirming that we have incorporated the latest information and practices. The state has a very specific reporting structure and protocols for all infectious diseases.
   - Following the latest developments in the global spread of the Coronavirus and the related public health guidelines, we are requesting that students, faculty and staff traveling from the countries identified by the CDC “Level 3” not return to any of the college’s campuses for 14 days, even if they are symptom-free. See the travel advisory page for list of Level 3 Travel Health Notices.
   - We remind everyone to review the current travel advisories as they head off to spring break the week of March 16-21.

3. **Operations:** We are looking at our day-to-day operations and contingency plans in the unlikely event that learning at all or some of the college locations is not possible.
   - Each department and service throughout the college will be working on contingency plans in the event the college needs to close or alter how we educate and provide services to our students. For example, we will need to consider alternatives to traditional classroom learning resources and how we can provide guidance to our college community.
   - Communication is key! We will be sending updates on a regular basis and working with the Coronavirus Task Force to make sure that educational information is available online and throughout the college. Regular updates will be available via emails, monitors, posters and social media.

Thank you for taking the time to learn more about this important topic.

Sincerely,

**Coronavirus Task Force**
Steve Kenyon, (Chair), Vice President, Administration & Finance  
Michael Bensink, Director, Student Wellness  
Joyce Brennan, Vice President, Marketing & Communications  
Lynne Brodeur, Dean, Health Sciences  
Gary Convertino, Executive Director, Human Resources  
Jill Dumont, RN, Coordinator, Health Services  
Kathleen Martin, Risk/Compliance Officer  
Steve Rivard, Emergency Preparedness