March 12, 2020

Dear Students,

As we get ready to head into spring break, we continue to receive breaking news and updates on the Coronavirus (COVID-19). We have no confirmed cases in our community or at our college, but we continue to be on high alert while determining our next steps. Over the past week, we have received more details on what is taking place at other institutions across the country and in our own region. Although we can take their best practices into consideration, what is most important is the health and safety of Bristol’s students, faculty and staff.

We are following the strict guidance of the Massachusetts Department of Public Health and the Baker-Polito Administration. We have also been working with our faculty and staff to find solutions that best meet the educational needs and success of our students. It is important to start taking additional actions now to slow the spread of the disease based on the information that we have available. While this email is lengthy, please make sure that you read this email message in its entirety.

Therefore, we are taking the following steps:

- **Spring break for the college takes place during the week of Monday, March 16 through Saturday, March 21.** The college will be taking the spring break period to extend our cleaning and disinfecting procedures focusing on classrooms, common areas and further implementing new protocols.

- **There will be no credit classes from Monday, March 23 through Saturday, March 28.** The college will remain open and many services will still be available. As the college plans forward, more information will be forthcoming so please check your email each day during spring break.

- **We will plan to consider options such as moving credit classes to remote learning from Monday, March 30, through Saturday, April 4.** More details will be shared on this over the coming days as we work through these options, including access to online resources for students without home computers. Please continue to check email for updates.

- **PLEASE NOTE:** Adult education and community education students will receive a separate email with information specific to their programs.

Spring Break Travel
It is extremely important that the safety and wellbeing of our students is at the forefront of our mind. For those who may be travelling both domestically and internationally during spring break, we strongly urge you to follow travel guidance set forth by the Center for Disease Control and Prevention (CDC). More information about travel and emergency alerts is available through the Massachusetts Department of Public Health (MDPH).

So that we may take appropriate preventative measures, offer available resources and immediately assist you or any member of our community who may become ill or has been in close proximity with someone who has become ill, we ask that you consider sharing information with the college regarding your travel and possible exposure to the virus. The information submitted via the travel form and exposure form, both linked below and available on our website, will assist the college in implementing any precautions or protocols recommended by public health agencies. All information gathered through this process will be maintained confidentially only at health services and separate from personnel or student record files and shall be used only to assist the college in providing and maintaining a healthy learning environment.

- **Travel Form**: Please consider filling out this form if you have or will be traveling to or from a high risk country:

- **Exposure Report Form**: Please consider filling out this form if you suspect you may have been exposed to someone with Coronavirus (COVID-19) or are experiencing symptoms of the virus (fever, cough, difficulty breathing).

Wellness Resources
There's a lot of information out there and we know it can feel overwhelming. Wanting to check in with someone to make sure that you are staying on the right track is a good idea. Students can contact Student Wellness or Michael Bensink and Jill Apicerno, Bristol Community College Mental Health Counseling, at 774.357.2379.

Stay updated
**BCCAlert**: Be prepared for potential closings by signing up for BCCalert, Bristol's official notification system. Simply text the keyword BCCalert to 67283 for updates about emergencies and weather-related closings.

Any further decisions about activities, events, and potential school closures will be communicated in as timely a fashion as possible. We are all in this together and there are many unknowns at this time. Thank you for taking the time to review this email.

Sincerely,

Laura Douglas
President