March 12, 2020

Dear Faculty and Staff,

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. All staff will continue to report to work as usual.

- **The college will be open, but will suspend credit classes from Monday, March 23 through Saturday, March 28,** and will offer specialized professional development sessions for faculty to prepare for the event that courses may be taught remotely. These sessions will train faculty to teach using Blackboard or Microsoft Teams. The college will additionally train faculty to support other faculty, and students to support other students if or when we move to remote learning. As the college plans forward, more information will be forthcoming. We request that you check your email each day during spring break. Adjunct faculty will be able to attend either day or evening sessions. All faculty are recommended to report during their regular scheduled hours. All staff will follow their regular schedules as well.

- **We will plan to consider options such as moving 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 closely with our unions. Please continue to check email for updates.
• Adult education and community education faculty, staff and students will receive a separate email with information specific to their programs.

• Equity Day on Wednesday, March 18, has been postponed until further notice. Human Resources will be pushing out the deadline for NUPs to meet their required Diversity Trainings.

• Professional Day on Thursday, March 26 has been cancelled.

Spring Break Travel

It is extremely important that the safety and wellbeing of our students and colleagues 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).

New accessBCC Tab – Coronavirus

We have created a tab in accessBCC that will hold internal documents and resources for academic affairs, human resources, SSEM, IT and Online Learning and payroll. Over the next few days we will be populating these folders with helpful information.

Wellness Resources: There's a lot of information out there and we know it can feel overwhelming. Checking in with someone to make sure that you are staying on the right track might be a good idea. Students can contact Student Wellness and The CARE Team. Employees have access to Mass4You Employee Assistance/Wellness program through the Commonwealth.

• Student Wellness
  Michael Bensink and Jill Apicerno, Mental Health Counseling, Bristol Community College, Student Wellness 774-357-2379
- **CARE Team**
  To make a referral to the CARE Team, [BristolCC.edu/CareTeam](https://BristolCC.edu/CareTeam)

- **Mass4You**: [Commonwealth of Massachusetts Employee Assistance Program](https://Mass4You)
  Mass4You or call 844-263-1982 (available 24/7)

**Stay updated**

- **Personal Information Change Form**: Please make sure that your personal information is correct with human resources.

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

Thank you for taking the time to review this email. Please check [BristolCC.edu/Coronavirus](https://BristolCC.edu/Coronavirus) for updates. We will continue to clarify and communicate with you as much as possible. It is important that we continue to share information and work together.

Sincerely,

Laura Douglas
President