

Good afternoon,

We want to update everyone on our continued efforts to prepare for any impact the COVID-19 virus may have on our students and employees. We understand this is a time of many unknowns, rest assured we are following the county health department and CDC guidelines. Thank you for all of your efforts to follow these guidelines and encouraging others to do so as well.

While our Pandemic Plan is updated and in place, this plan addresses the policy aspects of ICC's response and not the operational details of a campus shutdown. We are currently formulating plans for continuing operations in the event of a need to shut down and suspend in-person instruction this semester. A planning group is developing an approach to continue both our courses and operations in such an event. We anticipate all faculty may need to hold their classes remotely for a period of time should such a suspension of face to face courses occur.

In preparation for this possibility, faculty should begin to think about teaching classes remotely (from their ICC office or home). Faculty can get started with some basic preparations including expanded use of Blackboard. Training sessions are available through the Teaching and Learning Center <https://icc.edu/faculty-staff/teaching-learning-center/>. And finally, please take a moment to update your MyAlert information and encourage the students you interact with to do the same - <https://getrave.com/login/icc>.

Over the next few days, we will provide detailed information about steps faculty and staff members will need to take. Thank you for your patience and support as we plan to address these health and safety concerns.

All the best always,

SQB