



A MESSAGE FROM THE OFFICE OF **THE PRESIDENT**

To: The College Community

From: President David Gómez, Ed.D.

Date: March 11, 2020

Subject: Coronavirus (COVID-19) Update

In preparation for the possible spread of the COVID-19, the Chancellor has authorized us to implement the following steps:

- All courses that are designated as hybrid, and can be converted to fully on line, should make this conversion.
- Faculty who are in the process of putting their courses on line should submit their plans to their department chairs, if they have not already done so. OAA will confirm with the University that these plans meet the USDE and MSCHE requirements.
- Faculty who are teaching courses in-person, or for whom online instruction poses particular challenges (i.e. visual and performing arts, lab components, etc.), should continue to consult with Ed Tech about what components of their instruction lend themselves to online instruction
- OAA will work with the department chairs and the University Provost to ensure that any transition meets the standards required.

In order to ensure that students who do not have access to technology are able to continue their studies, the College will:

- Provide laptop loans within the limits of available resources
- Keep labs on campus open as long as there is no clear risk to students or staff
- Provide ongoing IT support to ensure continuity of all instructional activities
- Provide online support for administrative services including, but not limited to, submitting forms, verifications and required applications, health benefits and payroll

In the event that an incident occurs necessitating the closing of the College, notices will be transmitted via CUNY Alert, email, the College's website and the University website. Those messages will indicate how we should proceed moving forward. The possible scenarios are:

- A short-term closing of less than one week to investigate any possible risks
- A longer closing (two to three weeks) to address any Health Department issues related to quarantines or decontamination
- Suspension of all in-person instruction and large gatherings for the duration of the semester.

Since it is impossible to predict which, if any of the above scenarios might occur, all faculty and staff are instructed to ensure that their instructional and or administrative materials are remotely accessible should you have to work from home. If you have not heeded the warnings or the advisories from OAA or Finance and Administration regarding the training needed to function under these circumstances, you should do so immediately. If you are going to require academic or administrative approval for your activities during an emergency, you must get this immediately.

It is our hope that none of these measures will be necessary but, as we have repeatedly stated in various communiques, our primary protection lies in our level of preparedness.

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