

Dear Colleagues:

As we seek to maintain continuity of operations during the COVID-19 (Coronavirus) pandemic, I want to thank each of you for your continued patience and flexibility as we navigate these unprecedented events and their impact on our entire College community. Please know that I appreciate all that you are doing to support our students and each other in new and innovative ways.

In the past 24 hours a number of important developments have occurred statewide and across the country as the pandemic evolves. Many states are beginning to adopt more stringent measures to control the spread of the disease and lessen the intensity and impact on our already strained health care systems. This is a very serious situation and we all need to do our part to reduce the spread of this very contagious virus.

**As a result of these development, we have made the difficult decision to continue classes online until the end of the semester. Where possible, support services will be delivered remotely.**

Effective at close of business today, Friday, March 20, 2020, no faculty, staff, or student should come to any campus location (Cumberland Campus, Bedford County Campus, Gateway Center, Bedford County Technical Center, Garrett County Nursing Site, and Somerset Education Site) unless authorized to do so by their Vice President. This will remain in effect through at least Sunday, April 12, 2020. There will be no face-to-face classes or on-site student services. A decision about the status of campus operations will be announced on or before Wednesday, April 8, 2020. Willowbrook Woods will remain open to student residents.

With this decision, I want to provide additional updates and highlight important information:

### **General COVID-19 Updates**

Confirmed cases of COVID-19 (coronavirus disease 2019) continue to grow in Maryland, Pennsylvania, Virginia, and West Virginia. At this time, Allegany County and Bedford County do not have any confirmed cases. Employees and students are encouraged to refer to the CDC's website for best practices regarding social distancing, social gatherings, travel, and hygiene.

### **Self-Reporting for Employees**

Employees are asked to notify their supervisor and HR Director Melinda Duckworth ([mduckworth@allegany.edu](mailto:mduckworth@allegany.edu)) if they are diagnosed with COVID-19 or have been in contact with a person confirmed to have the virus. Your healthcare provider will provide instructions for self-isolation and reporting.

### **Remote Instruction**

Faculty will be preparing for no face-to-face class meetings for the remainder of the semester. Please reach out to Instructional and Student Affairs for additional guidance. Directives regarding clinical and laboratory programs will be provided at a later date.

### **Site Access**

Employees may come to campus to pick up necessary items with the approval of your Vice President. Should you need access to a campus building or your office, please contact Campus Security (301-784-5555). However, if shelter in place is announced, access to the campus will be prohibited.

### **Continuing Education and Workforce Development**

Non-credit classes and training through the ACM Center for Continuing Education and Workforce Development are suspended until further notice. For additional information, please contact Jeff Kirk at [jkirk@allegany.edu](mailto:jkirk@allegany.edu).

### **Events**

All internal and external events hosted at ACM are canceled or postponed until further notice. Plans for commencement exercises and other future college events and activities will be decided by Wednesday, April 15, 2020.

### **Campus Staffing**

ACM campus and extension sites are closed to students and employees with the exception of essential personnel. If you have questions as to your status, please contact your Vice President.

### **Email Access**

With the majority of our staff working remotely, it is important that employees continue to check their work email frequently. To access your email from home, please launch <https://www.allegany.edu/email-access/> and follow the instructions.

### **Voicemail Access**

It's also important to access your voicemail regularly. To access your voicemail from home, please dial 301-784-5424. While the operator is speaking, select the # (pound) sign. Dial your four-digit extension and enter your security code. You may wish to use the sample voicemail scripts provided by your supervisor.

### **Stay Healthy**

Counseling services are available to employees and students through UPMC Western Maryland. Students should be referred to our website for additional information. We ask that employees reach out to HR for information regarding the employee Assistance Program (EAP).

### **Stay Connected**

Recent updates indicate this situation will be impacting our lives for a long period of time. The President's Staff meet regularly to monitor the situation, respond to changes, and recommend courses of action. Please continue to monitor our website's coronavirus page at [www.allegany.edu/coronavirus](http://www.allegany.edu/coronavirus) for the most current information.

I recognize there continue to be unknowns as to what all of this will mean for Allegany College of Maryland, and I am committed to keeping you updated and informed. Please take care of your own physical and emotional health and well-being. We are resilient and will emerge from this challenge even stronger.