

To: Montgomery College Supervisors and Managers

From: Ms. Krista Leitch Walker, Interim Chief Human Resources Officer

Subject: Employee Concerns and COVID-19: Update #1

Date: March 12, 2020

As shared in [Dr. Pollard's memorandum](#) to the College community yesterday, the local spread of the COVID-19 virus has required extraordinary response and planning from the College, including precautionary measures to temporarily move to remote teaching, advising, and operational services as much as possible.

To reiterate this announcement: **Classes and student services have been cancelled for today, Thursday, March 12; Friday, March 13; and Saturday, March 14.** The purpose of this is to provide instructional and counseling faculty time to prepare for a transition to emergency remote teaching and advising. Additionally, this will allow for our student services and operational services areas to complete the tasks needed to transition as much of their work to remote delivery as possible. The College's primary goals in this action are to minimize the spread of the COVID-19 virus and maintain critical functions and operations.

The College is committed to social distancing its employees to prevent the potential spread of the COVID-19 virus. Therefore, we are discouraging people from coming on to the campuses and/or into their offices and are encouraging most employees to work remotely. However, there will be some positions that are unable to work remotely and must be on-site to fulfill their most critical tasks and responsibilities. Supervisors are asked to assess all positions in their areas to determine whether they are viable for remote work or will require the employee to work onsite. To reiterate, the purpose of the College's transition to a remote teaching and working approach is to distance as many people as possible from the College's campuses and other locations and to minimize social contact.

For employees who are required to be on-site, the College will be taking precautions to socially distance employees. These may include: limiting, splitting or staggering work schedules, minimizing the number of work locations, increasing the level of cleaning and sanitation measures, etc. As always, the health, safety and well-being of our employees is of the highest priority.

I will be sending more detailed guidance regarding employee-related matters during this period of altered operations tomorrow, Friday, March 13. Additionally, the Office of Human Resources and Strategic Talent Management is in the process of developing a Frequently Asked Questions (FAQ) e-document and setting-up an HR Help Line (phone and e-mail) to assist employees with any

questions or concerns they may have. More information about that will also be provided in my next communication.

Thank you for your patience, leadership, and support as we all work together through this challenging process.