

To: Montgomery College Employees

From: Dr. DeRionne P. Pollard, President
Office of the President

Subject: Remote Work during Coronavirus: MC Employees

Date: March 13, 2020

Thank you in advance for the extraordinary efforts being waged across Montgomery College in response to this public health emergency.

Beginning March 16, the majority of MC employees will be working entirely remotely.

Senior vice presidents, the chief of staff, and vice presidents/provosts are authorized to approve exceptions for critical positions. A list of these exceptions is being compiled and will be available, likely, by close of business today, Friday, March 13. Employees who are not on the list are expected to work remotely and not come to a College campus or location. The College is actively working to limit the spread of COVID-19 and unnecessary visits to campuses or College locations undermines these efforts. The health and well-being of our employees, students, and community is of the highest priority. All events on campuses and College locations are canceled through April 5, 2020. Thank you for your cooperation.

If you have specific questions about procedures during this period of remote work, please consult the College's Coronavirus webpage, which now contains a new [calendar](#) with daily instructions to distinct groups at the College. In addition, there is now a detailed list of [guidance](#) designed to answer frequently asked questions about the College's transition to emergency remote instruction and work. Please consult these resources or contact your supervisor for further direction. When in doubt, please consider that our first priority is to limit the spread of this disease. As you know, the state of Maryland is encouraging people to practice protocols that limit the spread of this contagion and the College is contributing to these efforts. Our goal is to continue to provide high quality education and services during this period, but we understand that there will be challenges. Please continue to collaborate with us and have patience with your colleagues, students, and yourselves. Most of all, take steps to remain healthy—wash hands, avoid close contact, and discourage large gatherings.

Thank you again for your commitment to the College. Please continue to check College communications for additional updates. Questions can be directed to publicsafety@montgomerycollege.edu. This box is monitored continuously by the MC public safety team, which is in contact with the Montgomery County Department of Health and Human Services as needed. You can follow the College on social media and monitor the MC website, Blackboard, MC Alert, and MC emails as we provide updates related to COVID-19. The MC website will continue to provide updates on College developments and offer links to information from health authorities.