

To: Montgomery College Community

From: Dr. Monica Brown, Senior Vice President for Student Affairs
Dr. Sanjay Rai, Senior Vice President for Academic Affairs
Ms. Donna Schena, Senior Vice President for Administrative and Fiscal Services
Mr. David Sears, Senior Vice President for Advancement and Community Engagement

Subject: **Update to MC Suspension of College Sponsored Travel for Employees and Students**

Date: *March 20, 2020*

On March 11 we communicated to the College community the temporary suspension of College sponsored travel because of the spreading of the COVID-19 virus. This decision was made in alignment with decisions and guidance from Montgomery County and Maryland State Departments of Health, the Centers for Disease Control and Prevention. The suspension of College sponsored travel will remain in effect until April 30, as originally communicated. In addition to the original restriction, the restriction is expanded to suspend all College-sponsored travel. This restriction will be re-evaluated on April 15, when the remote working and teaching plans are re-evaluated.

We continue to closely monitor the guidance of the Montgomery County and Maryland State Departments of Health and the Centers for Disease Control and Prevention, regarding response to COVID-19 as well as the actions of other colleges and universities in the region. The suspension of College-sponsored travel includes employee and student travel. It includes professional development travel and business-related travel.

We realize that our students and employees often travel during spring break. We urge our students and employees to follow the travel guidance provided by the Centers for Disease Control and Prevention. Travel outside of the United States is discouraged. According to the latest State Department warnings citing a [Global Health Advisory](#), US citizens are being advised to avoid all international travel.