

To: Montgomery College Employees

From: Dr. DeRionne Pollard

Subject: **Updates to MC Plans: Extension of Remote Operations and Building Access**

Date: March 20, 2020

During the past week, Montgomery College has made some remarkable transitions to remote teaching and working. While we had hoped to keep some in-person facilities open, further information on the spread of the COVID-19 virus in Maryland has changed those plans. In consideration of the guidance from Governor Hogan’s administration along with the MC Coronavirus Advisory Team (CAT), the College will now restrict access to its buildings beginning Tuesday, March 24, indefinitely. In addition, the College will also extend its remote teaching and working plans until further notice. MC will re-evaluate this status on April 15, 2020.

Since we realize that some employees left the College for spring recess without planning for remote teaching or work past April 3, there may be circumstances in which some want to return to secure some information or equipment that is vital to their responsibilities. I ask you to consider carefully if this is the case: your guiding principle should be your health and that of your colleagues. The more people we have visiting campuses on Monday, the higher the risk of transmission. Securing office supplies alone should not be considered a priority. However, if you find that your work will be seriously compromised by not returning, MC employees will be given access on Monday, March 23, only, according to this schedule:

Last Name Begins With	Time Period
A-E	8-10 AM
F-J	10-12 PM
K-O	12-2 PM
P-T	2-4 PM
U-Z	4-5 PM

The access will be for 30 minutes and social distancing should be considered a requirement. Current medical guidance suggests that people without symptoms may carry the virus and be able to transmit it. Please consider this reality as you make decisions about returning to campus or interacting with colleagues. Children and family members of returning employees will not be granted access.

Because the College has continuity of operations plans in place, a small number of authorized employees named in those plans will retain access to buildings. Those people will be contacted by their supervisors by Friday, March 20 at 12 noon. If you are named on that list, you will be given further instructions. If you are not contacted, you should presume that you will not have access to buildings after Monday, March 23.

We realize that the realities we are facing are challenging to all of us. There are many unknowns related to the spread of this virus, so the College is prioritizing the health of our community and collaborating with state efforts to limit personal contact between people during this period.

Thank you for your care and precaution in this tenuous time. The College will continue to communicate further details as they emerge. We will work tirelessly to provide our students with the support and services they have come to expect from Montgomery College.