

**Subject:** A message from Vice President Richard Hatcher

**Date:** Thursday, March 12, 2020 at 8:22:18 PM Eastern Daylight Time

**From:** Marketing and Communications

**To:** Marketing and Communications

I'm writing tonight to speak to two issues: The College's policy regarding recent employee travel, and our evolving operational plans in light of announcements today from Governor DeWine.

### **Travel**

Employees who traveled internationally during Spring Break are asked to practice social distancing and stay home for a period of 14 days from the time they left the area of risk if they are returning from:

1. A cruise
2. China, Iran, Italy, or South Korea
3. CDC-specified nations in Europe (Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, and Switzerland.)

Such employees should notify their department chairs and supervisors immediately.

Visit <https://www.cdc.gov/coronavirus/2019-ncov/index.html> and <https://odh.ohio.gov/wps/portal/gov/odh/home> for the latest travel warning information.

### **Our Plans**

It goes without saying that we are operating in a fluid situation. Today's announcement by the governor that K12 schools will close for three weeks (through April 3) is a good example of how quickly things are developing. Each step taken by the governor has, however, had the same goal: reducing close contact between people to slow community transmission of the Coronavirus.

That's exactly what we're quickly working toward as a College. As early as tomorrow, we'll roll out a combination of telecommuting strategies and modified work schedules. Expect more on that from your divisional vice president tomorrow.

Some roles at the College can be accomplished remotely more easily than others, and the prospect of coming changes and what they will mean for each of us is a stressor during an already-stressful time. I encourage everyone to remember the principles Dr. Harrison presented yesterday. We are doing, and will continue to do, everything possible to help people through circumstances that are beyond their control. This is a community of compassionate people, and we're going to help each other through this.

Please keep your eyes on the [Coronavirus resource webpage](#), which is updated each day. Questions are best directed to your supervisor or to [coronavirus@csc.edu](mailto:coronavirus@csc.edu). Thank you for your continued efforts on behalf of our students and each other.

