



Dear Garrett College community,

COVID-19 (novel coronavirus) has now officially been designated a pandemic by the World Health Organization (WHO). The situation presents a wide range of challenges for our society, including higher education. Garrett College's highest priority –and its guiding principle in making coronavirus-related decisions – is the health and safety of our faculty, staff, students and community.

Garrett College's administration has been in regular communication with the Maryland Department of Health and Hygiene, Garrett County Health Department, Maryland Higher Education Commission and Maryland Association of Community Colleges to ensure the strategies we are implementing are based on the most current information about the coronavirus. With that as background, I am announcing the following steps that are being taken by Garrett College:

**Spring break for students is being extended through March 29.**

**Beginning Monday, March 30, credit class instruction will shift to an online format using Blackboard, the college's Learning Management System (LMS).** Faculty will prepare initially for up to 2 weeks of online instruction and are encouraged to plan for the possibility that online instruction may need to continue for the duration of the spring semester.

**Faculty will return to work on Monday, March 23 as scheduled.** The faculty will use the extended spring break to prepare course materials for online learning on Blackboard and for professional development aimed at making this transition as seamless as possible. During spring break, students will receive instructions via their official Garrett College email from their faculty on how to access instruction remotely following Spring Break.

In addition:

- Field classes (e.g., Addictions Counseling, Natural Resources & Wildlife Technology, Adventuresports) will continue their fieldwork as planned after the extended spring break. **(Note:** Students in classes with lab components – primarily our science courses – will receive further information about how this requirement will be addressed.)

**Residential students may return to the halls on Sunday, March 29.** If a student decides to return, they must notify Residence Life staff prior to their return. If you currently live in a residence hall and would like to remain through spring break and beyond, we ask that you contact Rich Schofield (301.387.3019, [rich.schofield@garrettcollege.edu](mailto:rich.schofield@garrettcollege.edu)). *Students should be aware that there is no food service during the originally scheduled spring break of March 13-22.*

**Our campus will remain open and operational at this time.** Additional information will be sent to faculty and staff within the next few days. Reducing in-person meetings and making use of social distancing is encouraged. Community members coming to the campus are requested to self-monitor their physical health and only come to campus if healthy.

**All college events, as well as events that were to be held at the College, with more than 50 participants will be cancelled through Sunday, May 3<sup>rd</sup>.** The College will make every effort to work with event organizers to schedule their events at a later date.

**Non-credit classes through Continuing Education and Workforce Development (CEWD) that are below the 50-participant limit will continue as scheduled at this time, but this decision is subject to change as necessary.** The College will continue to monitor the situation and made adjustments as necessary.

**The Community Aquatic and Recreation Complex (CARC) will remain open.** CARC staff will ensure the 50-participant threshold for all events and activities is enforced.

**For current coronavirus information, go to our coronavirus webpage.** Garrett College's COVID-19 webpage (<https://www.garrettcollege.edu/corona-virus.php>) includes links to the CDC Coronavirus Disease 2019, Maryland Department of Health Coronavirus Disease 2019, and Garrett County Health Department websites. The emergency notification service will be utilized for any significant operational changes, in addition to other means of communication. To enroll in "GCCAlerts", visit the [Regroup Sign-up](#) Page or Text "Join GCCAlerts" to 30890.

**Richard Midcap, Ed.D.**  
**President**  
**Garrett College**