



**Coronavirus Update:** 3 17 2020

**Campus Status:** Garrett College is reducing on-site operations in order to promote the social distancing that federal and state officials are recommending. This strategy includes the following changes to College Access Protocols:

**College Access Protocols:** Beginning March 18, 2020, Garrett College's physical locations will only be open to the following individuals: Garrett College employees, Garrett College credit students accessing online resources (laptops, internet, etc.) to work on college coursework in the Learning Commons, Garrett College students still residing in on-campus housing, food services staff, and tenants/customers at the Garrett Information Enterprise Center (GIEC). Other on-campus visits are by appointment only. Individuals are being encouraged to conduct business with Garrett College offices by phone and email whenever possible during the current State of Emergency throughout Maryland.

**Tele-commuting:** Each divisional dean is providing a brief summary of everyone in their area regarding whether they can work from home **1.)** entirely, **2.)** partially or **3.)** not at all. That will help us determine who needs to complete the *Work from Home Self-Assessment/Technology Request*. That process is being pilot-tested today with the 5 employees (3 faculty, 2 staff) who have been identified as needing laptops in order to work from home. IT is currently working from an initial stock of the 20 best-suited laptops for employee use. We are planning for the eventuality of shifting as many employees as possible to telecommuting.

**On-campus student access to computers:** The plan is to first employ the Learning Commons, given the number of computer terminals available and the other academic resources in the proximity. The terminals will be arranged to promote social distancing with hand sanitizers and wipes so that the students may wipe down the keyboard before each use. COVID-19 informational signage will be prominently displayed. Additional computer labs will be opened if necessary to meet demand and social distancing requirements.

**Academics:** Online instruction training for all faculty and additional training for faculty with no online instruction experience is scheduled for next week. Both in-person and remote instruction is being developed so that faculty can receive instruction while still maintaining social distancing and allowing faculty who are at high risk for COVID-19 complications to avoid in-person contact. The academic administration is working with the science faculty on options for lab components, including eCampus resources noted below in the IT section. The Spring 2020 field component in Addictions Counseling has been cancelled by the field sites. To this point, the plan is still to offer ASI and NRWT field work, although it may be backloaded onto the end of the semester and is subject to change as the situation dictates. The Academic Advising and Success Center (AASC) is working directly with and monitoring internship student placements.

**Student Affairs:** We currently have 17 students remaining in the residence halls. Transportation for shopping for these students has been arranged.

**Facilities:** A campus-wide inspection was conducted this morning and all areas were found to meet the enhanced cleaning standards announced earlier this week. In order to better maintain daytime cleaning levels a custodian is moving to the day shift. More manpower is also being shifted to the Career Technology and Training Center.

**IT:** The IT Team is currently evaluating several platforms for online collaboration. These include, but are not limited to, Microsoft Teams, Zoom, and WebEx. The department is looking for a universal solution that would accommodate the majority of the needs regardless of the user base, be that students, faculty, staff, vendors, or others. More information will follow as the evaluation progresses.

To support the move many colleges are making to online instruction, eCampus has notified the college that it is partnering with its digital course materials provider, VitalSource, and leading publishers, to launch VitalSource Helps, a program that provides access to ebooks to all Garrett College students through May 25th. Students may begin accessing these materials today at [bookshelf.vitalsource.com](http://bookshelf.vitalsource.com).

**CEWD:** The Southern Outreach Center is closed by virtue of the Town of Oakland's decision to close the community center. The decision was made today to cancel all CEWD face-to-face classes based on a Maryland Higher Education Commission (MHEC) recommendation. Credit face-to-face classes were already slated to transition to an online platform after the extended Spring Break.

**Athletics:** The National Junior College Athletic Association (NJCAA) has cancelled all winter sports championships that have not been played as well as the entire spring sports season, which effectively ends Garrett College's intercollegiate athletic year.

**CARC:** Per the Governor's executive order, the Community Aquatic and Recreation Center (CARC) is closed until further notice as of yesterday afternoon.