

March 13, 2020

Good Morning:

In light of the Governor's announcement last night to close all K-12 buildings from Monday, March 16 – Friday, April 5, I have made the decision to close all Mott Community College sites to the general public starting tomorrow, March 14 – Sunday, April 5. Please note that the MCC Board of Trustees meetings and the Board Committee meetings will take place and are open to the public for college business continuity purposes.

There will be no face-to-face classes the week of Saturday, March 14 – Sunday, April 5.

Already scheduled online courses will resume on Monday, March 16 as planned.

During the week of March 16 – 22, I strongly encourage faculty, staff and students to use this time to prepare for telework and telelearning. Extensive training opportunities will be offered on campus and online for using the new learning management system Canvas, Zoom videoconferencing and other technology products. The dates and times will be listed on the [MCC COVID-19 information webpage](#).

Courses currently utilizing the Blackboard learning management system will continue using that system for the remainder of the semester. No training should be necessary.

Courses not using the Blackboard learning management system may use the new learning management system Canvas. Extensive training modules will be offered for faculty and students.

On the webpage, you will also find several resources that include at least one internet provider who is increasing broadband and offering the internet free for 60 days, tutoring options, advising, and mental health counseling services.

During the period of March 23 – April 5, all MCC courses will be offered in alternative formats that include online instruction, Zoom video conferencing, independent study, and other options.

Faculty members will provide students with specific alternative format information next week.

During the period March 23 – April 5, all MCC employees and temporary workers will telework or take leave, except those deemed essential by their respective Executive Cabinet member.

Executive Cabinet members, supervisors, and managers will be sharing telework expectations and essential employee notifications today and through the weekend. MCC will follow the March 5 federal guidelines for paying work study students.

There will be no on-campus food service offered during these three weeks.

Please remember:

- Ø Remain home if you are sick.
- Ø Avoid touching your eyes, nose, and mouth with unwashed hands.
- Ø Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are unavailable.
- Ø Cover cough with a tissue or sleeve if a tissue is unavailable.
- Ø Routinely clean surfaces that you frequently touch.

We will continue to monitor and assess the situation. I will reiterate from yesterday, the situation continues to be fluid and changing rapidly. Decisions made this morning may change this afternoon due to a host of reasons, including new or clarifying information received. Please review frequently the [MCC COVID-19 Information webpage](#) to gather the latest information that we know.

Thank you for your patience and stay safe.

Dr. Beverly