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Dear Faculty and Staff:

To prepare for possible community transmission of COVID-19, the most important thing we are doing now is planning and preparing. As the global outbreak evolves, we should prepare for the possibility of community-level outbreaks. We want to be ready in the event COVID-19 does appear in on our campus and in our local communities. Therefore, we are taking the following steps now to help stop or slow the spread of respiratory infectious diseases, including COVID-19:

We have reviewed, updated, and implemented an emergency operations plan (EOP) for addressing this infectious disease outbreak. The plan is updated as per the Center for Disease Control (CDC) and the World Health Organization (WHO) to include strategies to reduce the spread of a wide variety of infectious diseases. It emphasizes actions individuals can take including, staying home when sick, appropriately covering coughs and sneezes, cleaning frequently touched surfaces, and washing hands often.

The CDC has workplace resources including guidance posters with messages for staff about [staying home when sickpdf icon](#) and how to [avoid spreading germs at workpdf icon](#). It demonstrates proper handwashing strategies including washing with soap and water for at least 20 seconds or using a hand sanitizer that contains at least 60% alcohol if soap and water are not available. The CDC offers several free handwashing resources that include [health promotion materials](#) and information on [proper handwashing technique](#).

Jarvis faculty and staff are encouraged not to attend work when sick. Employees will be allowed to stay home to care for sick household members. We will make accommodations, as possible, for individuals who may be temporarily unable to work due to restrictions placed on them related to possible exposure to the virus that causes COVID-19.

Area supervisors will be charged with identifying critical job functions and positions, and plans for alternative coverage by cross-training faculty and staff.

Local health officials will be alerted about large increases in faculty and staff absenteeism or substantial increases in the health center traffic due to respiratory illnesses (like the common cold or the “flu,” which have symptoms similar to symptoms of COVID-19).

The campus nurse is on call to handle situations that may arise on campus as a result of COVID-19. Jarvis will follow the CDC’s guidance which includes [steps to take now](#) and strategies for [preparing for community transmission](#) of COVID-19.

Faculty and staff who become sick (with any illness) on campus or arrive on campus sick will be sent to their place of residence as soon as possible. On-campus residents with no identified symptoms of

COVID-19 and who are not believed to have been exposed to COVID-19 should avoid contact with individual who are sick or who have been exposed to someone who is sick.

Routine environmental cleaning has been performed. The Campus' Physical Plant staff have cleaned and sanitized such surfaces as doorknobs, light switches, countertops. Soap and soap dispensers have been purchased and will be strategically placed on the campus. Provide disposable wipes so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down by students, staff, and faculty before each use.

Information regarding the CDC has been shared with faculty, staff and students through the College's email system and website. Information will also be sent via emergency management. We will continue to share information as we receive updates. In the interim, you are encouraged to visit the CDC [information sources](#). Information about COVID-19 is also available through [state](#) and [localexternal icon](#) health departments. General fact sheets to help students, staff, faculty, and their families understand COVID-19 and the steps they can take to protect themselves:

- [What you need to know about coronavirus disease 2019 \(COVID-19\)pdf icon](#)
- [What to do if you are sick with coronavirus disease 2019 \(COVID-19\)](#)
- [Stop the spread of germs – help prevent the spread of respiratory viruses like COVID-19pdf icon](#)
- [Share facts about COVID-19 to help prevent stigma](#)
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CDC information for faculty, staff and students who have recently traveled back to the United States from areas where CDC has identified community spread of coronavirus can be found at [Coronavirus Disease 2019 Information for Travel](#).

For guidance for **faculty, staff and students who plan to travel, or have recently traveled, to areas with community spread of COVID-19**, refer to CDC's [FAQ for travelers](#) and COVID-19 travel [website](#).

We hope these updates will help to keep our community safe.

Sincerely,



Lester C. Newman
President