

To the College Community:

As you know, national health authorities have announced that the United States may be facing an extensive outbreak of the novel Coronavirus (COVID-19). COVID-19 is a respiratory illness similar to the flu that can spread from person to person. Patients with COVID-19 have a mild to severe respiratory illness with symptoms of fever, cough and shortness of breath.

County College of Morris, like all educational institutions throughout our state and nation, must plan and prepare. We are working very closely with the New Jersey Department of Health, the Morris County Department of Health, the Randolph Township Health Department, as well as the federal Centers for Disease Control and Prevention (CDC) on directives and recommendations for preparing for, and dealing with, a possible outbreak. Additionally, college procedures and policies related to an infectious disease are being reviewed and will be updated if necessary or as advised by the CDC.

County College of Morris will keep the entire college community advised on breaking news and important information. We will be utilizing a number of communication channels to keep you informed. We have already established a "[COVID-19 Information Center](#)" link on our website. Clicking on that link will take the visitor to a dedicated page with news, information and health recommendations that will be updated and refreshed as needed. In addition, we will utilize global e-mails (when necessary), our weekly CCMemo, and student e-mails for conveying timely information and directives about COVID-19 and CCM.

Employees and students should be mindful of their own health and stay home when they are ill. Employees and students are also reminded to follow these steps that prevent the transmission of respiratory infections:

- Cover your coughs and sneezes with a tissue, then throw the tissue in the trash.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Wash your hands often for at least 20 seconds, especially after coughing or sneezing.
- Use alcohol-based hand sanitizers.

The college will continue to maintain soap and hand sanitizer dispensers throughout campus. If you identify an empty container, contact the Plant and Maintenance Department (extension 5500, evenings call extension 5550). The custodial staff will continue to follow the protocol and use EPA-registered products to properly clean and disinfect frequently touched surfaces and objects. Many of the HVAC systems in the buildings of the College are also equipped with UVC lights in the air handlers to help reduce airborne viruses.

At this time there is no directive to cancel classes or events. Vice Presidents Enright and Marlin will provide guidance in a separate email for chairpersons and faculty to prepare and minimize any disruption to teaching and learning in the event that classes and events are cancelled. Training through in-person and virtual workshops, and tutorials have been established to assist and prepare for this possible need. Additionally, student services and financial processes including payroll can be handled remotely if needed.

Following the guidelines of the CDC, individuals exhibiting symptoms of COVID-19 should not come to campus when ill. Individuals with a respiratory illness should contact a health care provider immediately. Contact the Office of Human Resources with any questions about absences from work.

If you have traveled or are planning to travel to a country where a travel alert has been issued, please contact the Office of Human Resources to discuss your plans for return to campus. Prior to any travel (in-state, statewide, or international), individuals should consider the potential risks that may be involved and consult the CDC website for updated travel advisories.

Your health and well being are paramount to County College of Morris. We ask for your cooperation in keeping CCM healthy. Should you have any questions, please contact the Office of Human Resources at 973-328-5037.

Sincerely,

Dr. Iacono

March 4, 2020