

Dear Students,

As this situation continues to evolve, **we need to continue to prepare to move all College operations to remote status.** This will help us **flatten the curve** in new cases of COVID-19, **reduce the pressure** on our health care system.

**By Friday evening March 20<sup>th</sup> (if not sooner) we will be completely remote with the exception of Public Safety, IT, and Facilities.**

As this transition occurs, we will reduce onsite staffing, reduce hours, and reduce student and employee access to parts of our facilities.

Today, **Tuesday March 17, 2020, we will be open on all three campuses until 7pm.**

**Effective Wednesday March 18:**

- We will open all three campuses from 10 am to 2 pm and then again from 4 pm to 6 pm.
- We will restrict access for students and employees to only use the:
  - Cranford Chaney Center
  - Elizabeth Lessner LL and 1<sup>st</sup> Floor
  - Plainfield Annex
- We will allow you and faculty to access the campus for final in-person assistance with CANVAS, logins, computer/internet access, advising, disability services, tutoring, the Owl Pantry, and Basic Needs/Social Worker services. Once your business is done, you will be expected to leave.

This may schedule may change again tomorrow so check back then. On Wednesday, we will reevaluate the pace of the transition to determine what we will do on Thursday.

We are concerned about your ability to access technology at home. **If you do not have access to a computer device in order to do your class instruction via Canvas, please call the hotline at 908-709-7988 (or call 908-709-7989 for assistance in Spanish).**

All of us need to work together and help each other during this time. **Our priority is to get you through this semester successfully and safely.**

Take care of yourself.

I will update you again tomorrow or sooner as we get additional information.

Dr. Margaret M. McMenamain  
President