

March 13, 2020

Dear Union County College Community,

I am happy to report that, as of this afternoon, we have had **NO** cases of COVID-19 reported among our faculty, staff, and students. The **College** continues to be **open**, instruction will be provided remotely. We ask you to continue to be **vigilant**, following **CDC guidelines** on **handwashing** and **social distancing**.

Our goal is to help our precious students successfully complete the semester without any interruption in teaching and learning.

Every employee—faculty, staff, and administrators—will be working together to accomplish this goal.

On **Monday March 16, 2020** we **move instruction online**.

Emergency Canvas Training for instructional staff continues today and will begin again on Monday morning and throughout next week. Canvas Training for students has also been initiated.

The **tutors** and staff in the **Academic Learning Centers** will be on duty on Monday morning, ready, willing and able to provide face2face and remote tutoring for our students.

Our **Libraries** will be open for students to study.

Deans, Assistant Deans, Academic Specialists, and Faculty will be **standing by ready to assist** students and instructional staff who need help.

This is our opportunity to step up and demonstrate our **resilience**, our grit, our agility, and our flexibility.

I will **update** you again as we the situation **evolves**.

Please help each other.

Please take care of yourself.

Please let me know if I can help you help our students.

Sincerely,

Dr. Margaret M. McMenamin