

Dear Union County College Community,

The College has been preparing for the impact of the COVID-19 coronavirus for several weeks. Currently, we are not aware of any cases of COVID-19 in our college community.

As spring break comes to end this weekend, **the College will remain open for now and staff will continue to report;** however, **we plan to temporarily move instruction online.**

Please see below for more detail on actions the College is taking to balance the need for continuation of essential services with the health of the College community. I thank you all for your patience, cooperation, and flexibility as we receive more information and adapt to this ever-changing situation.

Classes

- **The College is temporarily moving instruction online.**
- Beginning **Monday, March 16** through **Sunday, March 22**, all course instruction will be delivered remotely via Canvas.
- Instructors will contact their students through Canvas with assignments and plans for remote instruction by the end of the day, Monday, March 16.

Students

- **The College will remain open.** Students who need to utilize support services such as **advising** or **tutoring** at the ALC will be able to do so.
- Students will have access to designated computer classrooms on the Cranford, Elizabeth, and Plainfield campuses.

Travel

- Any member of the College community who returns from a [Level 3 country as designated by the CDC](#) must stay home and practice social distancing for 14 days from the time they departed the Level 3 country.

Employees

- **The College will remain open during this time. Staff should report to work as usual. Faculty may work remotely but should report for their scheduled office hours.** If a faculty member needs assistance with remote instruction, they should contact their respective Dean.
- Please reach out to Human Resources with employee or workplace related questions.
- If you do not feel well, please stay home. Continue to follow CDC recommendations related to [prevention](#).

Utilizing remote instruction for classes via Canvas allows the College to facilitate social distancing by decreasing the population on our campuses. The College's COVID-19 Taskforce is continuing to monitor the situation. Please adhere to [CDC](#) recommendations and be sure to regularly check the College's homepage for alerts as well as the College's coronavirus information page at www.ucc.edu/coronavirus.

We will be making the determination about remote instruction **on a week-to-week basis**.
Take care of yourselves.

Sincerely,
Dr. Margaret M. McMenamin