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