

Dear Union County College Community,

I want to start by noting that we have made it to April! At times, at least to me, it seemed as if March was going to crawl on forever. I know we are in the same situation as we were just a day ago, but it's a new month, and I am optimistic that our efforts in staying at home and social distancing WILL make a difference. It's the first day of a new month AND the sun was out today. I'm appreciating the small things – and I'll take both of these!

Cases

Since my last letter on Monday evening, one positive case of COVID-19 was self-reported to the College. This brings the total to 8 cases that have been self-reported to the College.

Our thoughts are with those who are dealing with a COVID-19 diagnosis, whether it be a personal diagnosis or someone from within the household.

For our College community, we closed College buildings and moved all operations remote as of March 18, which was 2 weeks ago today. Per the CDC, symptoms of COVID-19 may appear as long as 14 days after exposure.

I will continue to keep you informed, but this is a good timeframe that we have passed.

Please continue to stay home and practice social distancing.

Students

Remember to communicate with your instructors. They are here to help you.

If you have any basic needs issues: internet, food, or anything else, please contact our social worker LeeAnn Trott at leeann.trott@ucc.edu or call her at 908-591-8408.

You can also call our hotline:

- 908-709-7988 (English)
- 908-709-7989 (Spanish)

Grade Policies

I am aware that students are concerned about their grades and some are interested in a pass/fail option. We are considering the options and should have an announcement soon. We take this seriously and want to get it right.

Employees

We are here for you. If you or your family is having difficulty, please contact Karlene Rambaran in HR at 908-709-7144. If you are in need, reach out.

Microsoft Office

The instructions to install Microsoft Office on personal computers are on the Owl's Nest on the left hand side under **News from Information Technology** under **Microsoft Office Installation**.

Resources

Please check our website, www.ucc.edu/coronavirus. All of the communications I have sent out are archived there. We are also posting helpful resources for employees and students.

Continue to take care of yourselves both physically and mentally. This is an unusual, difficult time.

Be kind to yourself.

Be safe.

And remember that we are here for you.

Sincerely,

Dr. Margaret M. McMenamain

President