

March 12, 2020

Dear KVCC Community:

Ongoing developments with the COVID-19 (Coronavirus) pandemic have led me to make a series of decisions that will impact academic instruction and college operations at Kennebec Valley Community College (KVCC). These decisions have been made after careful consultation with the Maine Community College System (MCCS) and the Executive Team at KVCC.

Governor Mills announced today that Maine authorities have identified one presumptive positive test for Coronavirus in Androscoggin County. We are continuously monitoring the virus spread within our area and consulting with public health officials. Based upon the present conditions, we believe the prudent course of action is to continue our normal operations as much as possible but with some important modifications.

The KVCC response team is working in close collaboration with MCCS COVID-19 planning teams. Our highest priority is the health and safety of our college communities. Note that the work currently underway is concerned with all aspects of college operation.

Our present plan includes the following:

1. **Kennebec Valley Community College will extend its spring break for students by one additional week, with no classes held in any format from March 16-20.** All of Maine's community colleges are taking similar action based upon their individual college calendars. Having a non-instructional week will enable faculty and staff to focus on the most important of those areas so that we can be as ready as possible to continue delivering education throughout the current semester.
2. This non-instructional week will be used by the faculty and adjunct faculty to develop alternate delivery methods in the event that the pandemic progresses and if there emerges a need to continue with social distancing.
3. The same suspension of activity for the week of March 16-20 will be applied to KVCC Business & Industry training and professional development programming.
4. Students who need to return to KVCC next week for reasons of campus-based employment may arrange permission to do so by emailing their work supervisor.
5. Voluntary travel disclosure: KVCC students, faculty, and staff are asked to kindly inform their relevant deans by email about any travel abroad - in the past month or planned between now and the end of the semester. The voluntary travel registry continues to be important for recording all employee travel, including personal and work-related travel, however reduced or modified.
6. Per Governor Mills' guidance, KVCC faculty and staff should undertake no work-related out-of-state travel for 30 days, including any planned out-of-state professional development.
7. Students, faculty, and staff are urged to read their KVCC email, check the KVCC Facebook page, and KVCC website each day for any updates. MCCS is also maintaining a [COVID-19 information page](#) that is being regularly updated.

8. Faculty: Please watch for a more detailed message from Academic Dean Kathy Englehart in the next 48 hours regarding plans and resources to support you and your students as we strengthen our ability to deliver instruction through alternate modalities, should the need arise.
9. KVCC Colleagues: our campus will remain operational. Staff and faculty should report to work unless they have established a plan with their supervisor for working remotely based on increased risk due to health concerns. Older adults and people with serious chronic medical conditions like heart disease, diabetes, and lung disease are at a higher risk of serious illness from coronavirus infection. If you are at heightened risk and wish to seek work accommodations, please contact your supervisor and/or relevant dean.
10. Events and meetings on the KVCC campuses and satellite locations that bring external individuals or external groups to campus are being virtualized or cancelled for the coming week. Internal events will continue to be evaluated on a case-by-case basis and will be reviewed by the relevant dean. Updates on external events on campus will be made weekly. Please watch for more details on how you can help ensure continuity of these important events.

These are challenging days for everyone. I want to assure you that we are determined to do everything we can to keep our communities safe and healthy. The situation is provoking anxiety and disrupting many daily tasks. It is understandable that you may be left with a sense of unease and uncertainty. My hope is that these decisions may also help ease some of that anxiety. Our dedicated students, faculty and staff work hard year-round to create an environment in which we can all do our best work.

Thank you for your understanding, vigilance, and cooperation.

With every good wish,



Richard R. Hopper
President
Kennebec Valley Community College

PS: Please know that the Maine Center for Disease Control and Prevention (Maine CDC) and 211 Maine have announced a new option for Mainers to get answers to questions about COVID-19 at any time. This service is available by dialing 211 (or 1-866-811-5695), texting your ZIP code to 898-211, or emailing info@211maine.org.

This communication and any updates will be uploaded to the KVCC website with any urgent communications sent by text message and on the KVCC App.

Please also consult with the Maine CDC website for regular updates.

<https://www.maine.gov/dhhs/mecdc/infectious-disease/epi/airborne/coronavirus.shtml>