

March 12, 2020

Dear RRCC Community,

To ensure the health and safety of the communities on both of our campuses, RRCC has activated its emergency operations plan focused on coordinating the college's response with the CO Department of Public Health and Environment (CDPHE) and the guidance provided by the Governor's Office, our CCCS system office, and the Centers for Disease Control and Prevention (CDC).

While there are no confirmed cases of coronavirus (COVID-19) on either of our campuses, preparation continues to receive the highest level of attention from college leadership.

The health and safety of our students and our employees, as well as students' learning success are our highest priorities as we coordinate our response and take informed actions. We will continue to update our community as more information becomes available.

For the week of March 16, we will cancel classes at both campuses to allow faculty and instructors time to prepare to transition to remote class delivery. Individual course exceptions may be made. Students in these courses will be notified via D2L or directly by their instructor. We will take the normal spring break for both campuses beginning March 23. We will provide more information in the next day or two on ways to use the week of the 16th to prepare, including training and professional development opportunities.

Currently campuses will remain open to allow access to critical hands-on labs for courses that cannot reasonably transition completely to remote delivery. More information is forthcoming from Instructional Services.

Starting March 30, we will deliver the majority of our coursework via remote delivery on both campuses. Each discipline will have flexibility on exactly how to deliver courses, but we anticipate most courses will use online delivery or videoconferencing. We will be prepared to continue remote delivery for the remainder of the semester, but we will continue to evaluate health and safety concerns.

Students may continue to complete their internships, clinicals, practicum experiences as deemed appropriate by department chairs and in consultation with our industry partners.

Student Services: We will continue to maintain student services on our campuses. We encourage students to utilize these services online when possible. We are evaluating the need to limit the use of the testing centers. More information is forthcoming from the division of Student Success.

Concurrent Enrollment: We are still working with our school districts on next steps for concurrent enrollment. That is a complex set of conversations, as each school district is reacting differently to the virus. We will have a plan announced within the week. For the moment, we will plan to continue to teach classes at the high schools using face-to-face delivery.

Faculty/Instructors: During the week of March 16, faculty and instructors will be paid according

to their established contracts and assignments, with the expectation that they will attend scheduled training and professional development sessions.

Hourly Employees: For the moment, hourly employees should report to work as they would normally. As we evaluate campus services, we may need to change hours, but we have not made a decision yet.

Events and Gatherings: All campus events are postponed until further notice.

Travel: All out of state travel has been cancelled. Questions related to in state travel should be directed to the vice president of your division.

RRCC will continue to keep offices and campuses open, but also wants to ensure alignment with best practices to promote a healthy environment. Please refer to our website for any changes in our business hours.

These are decisions that are not made lightly. I know many of you have already done great work to prepare for remote delivery of instruction or services. Thank you for helping all of us, especially our students, manage a challenging time. I think these steps provide the best ways to manage risk, avoid a sudden shutdown, and help students succeed. We will continue to evaluate, monitor, and update.

In good health

Michele Haney, PhD
President