May 20, 2020

Dear Carteret Community College Students,

Hello, and I hope this email finds you well. This week, some of you are celebrating the end of a challenging spring semester, some are on campus making up laboratory hours that were missed for spring due to the COVID-19 pandemic, and many are waiting for guidance on how the College plans to reopen this summer. As we await Governor Cooper's next update, the best we can do is plan to move forward and remain flexible in the event we must change course.

At this time, the College is planning to run summer classes as scheduled and to begin a safe process for restarting on-campus operations. Many faculty have anticipated the situation by putting classes online, increasing the portion to be delivered online, or coming up with ways to limit the numbers of individuals gathering and the space allowances between individuals. If you are registered for summer classes, please be aware of the following guidelines and best practices:

- Summer classes will run as determined and approved by deans and directors, the vice president of Instruction and Student Support, and the vice president of Corporate and Community Education.
- Custodians will clean classrooms and restrooms between class sessions, particularly doorknobs, keyboards, and surfaces. Sanitization of hallway door handles, surfaces frequently touched in common areas, and bathrooms will occur three times a day along with an evening sanitizing pass in areas conducting evening classes.
- Everyone should enter campus buildings through centralized/main entry points. There will be signs on doors indicating which entry to use. All other building doors will be locked from the outside, but will serve as exits.
- Hand sanitizer stations will be positioned in proximity to active classrooms and high-traffic areas, and sanitizer will be replenished daily.
- Facilities has installed plexiglass shields above the help desks most frequently visited by students or the public to help prevent the spread of germs.
- Gatherings will be kept to 10 or fewer people, unless a large enough space allows larger groups to gather while practicing social distancing (e.g., Joslyn Hall, large computer labs).
- Elevators and restrooms are limited to two occupants at a time.
- Instructors may check temperatures of students upon arrival each day for classes, depending on program. Students with temperatures above 100.4 degrees will be asked to leave campus. Temperatures will not be recorded, and

instructors will work with students to identify appropriate make-up plans for those who are asked not to enter.

- Students in some programs may be required to complete an entry screening form, depending on their program, before staying in class. The form might ask students to verify that they feel well, have not been exposed to anyone they know exhibiting symptoms, will take appropriate precautions such as sneezing or coughing into a tissue or arm, staying home if not feeling well, etc.
- Students are strongly encouraged to wear masks. **Students should bring their own masks**. The College will have a limited number of disposable masks available for distribution by division/department administrative assistants.
- Students may wear gloves as long as the gloves do not compromise their safety when operating equipment. Students are responsible for bringing their own gloves.
- Student Services staff are on hand to assist students with late registration and fall registration.
- The Library will re-open for student use on June 1.
- Educational materials about COVID-19 and what someone should do if he or she does not feel well are posted around campus.

These are new and challenging times. Thank you for your patience and cooperation as we attempt to continue to offer high-quality education and training while making every effort to protect the health and safety of all our community members.

I wish you all good health and thank you for helping to keep yourselves and others safe and healthy.

Best regards,

Tracy Mancini, Ed.D.
Vice President of Instructions and Student Support

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