



North Hennepin
Community College

A member of Minnesota State

Engaging students, changing lives

March 16, 2020
3:00PM

Dear Colleagues & Students:

Our community's health and safety remain as our top priority. We will continue to listen to you, receive guidance from Minnesota State, and provide the best possible leadership during these uncertain times. There remains **no confirmed cases within NHCC**, and the information we have received to date from health officials indicates the risk to our community is still currently low.

Since we now know that this virus spreads rapidly, we are doing all we can to take preventative measures to help safeguard the health and safety of our students and employees:

CLASSES

Change: NHCC and on-campus university partners have suspended classes and assignments (face-to-face, Blended-Hybrid, AND online) from **March 13, 2020 – March 29, 2020**. Classes are intended to resume in a NON face-to-face mode on March 30, 2020 through the end of the semester. We will continue to assess the situation. We will continue to provide information on www.nhcc.edu/covid19 as acquired, to include websites containing helpful information.

EMPLOYEES:

Change. All employees are expected to come to work on March 16, 2020. Faculty are planning on how best to convert their courses to non-face-to-face instruction, receive training, and begin course conversion. **Faculty are expected to communicate to their dean which modality they will use for the remainder of the semester by the end of the day March 20, 2020 or earlier.** For the remainder of this outbreak:

- We will be mindful of employees' health and safety needs, and make accommodations for those individuals with underlying medical conditions that may make them more vulnerable to COVID-19, as well as those who may live with and/or care for such individuals, or those with children home from school.
- For employees whose job responsibilities do not lend themselves to telework, options include adjusting work schedules or staggering shifts, where appropriate, to increase social distancing.
- Where possible, phone or video conferencing will be used to limit the size of meetings and to continue to engage those employees who may have alternative work options in place to remain engaged.
- We assume there will be an increase in employee absences due to an individual illness, to care for family members, or respond to the temporary closure of K-12 schools. We will plan ahead, cross-train to cover essential tasks and work through our continuity of operations plan to be as prepared as we can be. If employees do not have work tasks they can do from home, then they will need to take vacation leave.

Employees who have special circumstances or needs (such as those who may have underlying health conditions) may request accommodations through Human Resources. Employees should meet with their managers to discuss their questions.

EMPLOYEE LEAVE/VACATION

Change: Per the direction of the State of Minnesota, Minnesota State Colleges and Universities will continue to follow normal policies and procedures for leave under applicable collective bargaining agreements or compensation plans.

Additionally, if an employee is returning from out-of-state they should self-quarantine at home for three days to monitor for COVID-19 symptoms such as fever, cough, or difficulty breathing. If the employee traveled from or through a [COVID-19-affected region](#), they should first refer to instructions on the [CDC website](#) about returning from travel. Then the employee should notify their supervisor about their status as it relates to current CDC guidance. If the CDC guidance or their medical professional indicates the employee should stay home, the employee should stay home.

STUDENTS

During the duration of the break all Student Services departments will maintain our Spring Break operating hours, 8:30 AM – 4:30 PM. We have developed a Student Resource webpage to help students in this transition, <https://www.nhcc.edu/student-resources/online-learning-d2l/remoteclassesstudents>. We will provide additional updates as we continue to make plans for how to support students in this transition.

Tutoring: During our extended break, we will be offering tutoring services remotely utilizing the Zoom app. Tutoring will be online during their regular tutoring hours. Dale and Ulrich will be available online as well for the Math Resource Center. The writing center will also be available remotely. We are developing an alternate tutoring page which will be linked to the main tutoring page. Students will be directed to this new page. The text for this page can be found above. We are working as fast as we can to reach out to tutors and make sure they are comfortable using the Zoom app. During this time, however, we are sure to have gaps in the areas we can tutor due to lots of life circumstances. We have included information to redirect students to Tutor.com in these cases.

Student Refunds: We have received several request from students regarding refunds for courses, at this time there has been no decision from the System Office to provide students refunds for their courses. We will update you if we get any additional feedback.

Food Cupboard:

- **Students:** The Food Cupboard is open and accessible for students to come get supplies and food as needed. We are open as long as campus is open. Visit the Diversity & Equity Office during business hours or Public Safety at any other hours that campus is open for access. Additional information about local city resources, fresh food or meal pick up options will be posted on the [Food Cupboard website](#).
- **Employees:** Thank you for your support so far! Please continue to provide food cupboard donations in person or electronically through either the Foundation website (note: food cupboard) or directly through vendors for delivery to NHCC (ie Amazon, Target or Cub). Direct donation links will be provided shortly to the campus. The priority list of items to donate is being updated on the website and in the order links.
THANK YOU!

United States Department of Education recently sent out a FAQ document on titled "[FERPA & Coronavirus Disease 2019 \(COVID-19\) Frequently Asked Questions \(FAQs\) March 2020](#)." Please contact the Vice President of Student Success, Julio Vargas-Essex, julio.vargas-essex@nhcc.edu if you have any questions about the guidance.

DINING

Change: Our cafeteria and coffee shops will remain closed from March 13 – March 29. We are coordinating with Tiffin Man to ascertain whether they will continue providing services to our campus for the remaining of this semester. If you are an employee and want to keep these services open (and will use them) for the rest of the semester, please send an email to Paulette Bonneur, paulette.bonneur@nhcc.edu requesting that they remain open.

OFFICIAL TRAVEL

Change: Effective immediately and indefinitely, NHCC has suspended all out-of-state business-related travel for students, faculty and staff. Any needed exemptions should be addressed from the traveler's supervisor, through their respective Executive Team member, who will bring the request to the Executive Team as necessary. This restriction will be reviewed monthly, to determine restriction modification or termination.

Airline Ticket purchases for official college business:

1. For those who have purchased refundable airline tickets on an NHCC purchase card or personal credit card already, please contact the airlines to get a full refund as soon as possible.
2. For those who have purchased non-refundable airline tickets on an NHCC purchase card already, please contact the airlines to cancel and request a full refund. The airlines may only offer flight credit that can be used at a future date. If they only offer flight credit, accept it. When you submit your reconciled purchase card statement to the Accounting and Fees Office, please provide a memorandum explaining the circumstances with your flight itinerary and confirmation number.
3. For those who have purchased non-refundable airline tickets on your personal credit card already, please follow steps in item #2 above. If you desire a full refund and the airlines only offers flight credit, please see our Accounting & Fees Department.

INFORMATION TECHNOLOGY

- Computer Lab Hours during the break: Mon – Thur 7:30 am – 3:45 pm, Fri 7:30 am – 12:00 pm, Sat 8:30 am – 3:45 pm
- We are in the process of limiting computer access on campus to support the CDC's recommendation for social distancing.
- We are reviewing our cleaning procedures of the labs and will be making hand sanitizer and wipes available for use.
- Employee technology requests will be prioritized to individuals who have a medical need to work remote and academic support requirements.

CAMPUS EVENTS

Change: Effective immediately, through May 10, 2020, all events on campus that involve gatherings of 50 or more people are canceled, this includes Duty Day on 9 April and Program Review Day on 10 April.

OTHER PREVENTATIVE MEASURES

No Change. Facilities Department will continue to keep hand sanitizers and soap dispensers full and will pay greater attention to detail as they clean surfaces that come in contact with individuals' hands (such as door handles, railings, etc).

We will continue to provide you all updates as we gather information. Again, your safety is our top priority. We will get through this the only way we know how – together!

Better Together,



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