Dear Colleagues & Students:

These are ever-changing times. We know there are a number of hurdles to overcome; collectively we will accomplish the Chancellor’s directive and guidance by focusing our efforts on these two priorities:

- To safeguard the health, safety, and welfare of our faculty, staff, and students
- To enable students to complete the spring semester and progress toward their educational goal

We expect to provide a COVID-19 update to the campus daily (until further notice).

**NHCC COVID-19 OPEN FORUM**

NHCC will host an Open Forum via Zoom, tomorrow, March 20, 2020 at 3:00 p.m. If demand remains, we will host another Open Forum via Zoom on Monday, March 23, 2020 at 1:00 p.m.

**PERSONNEL ACTIONS**

MMB has authorized paid COVID-19 leave outlined in the attached memo. Employees should talk to their supervisor or HR if they have any questions.

**CAMPUS HOURS & ACCESS TO BUILDINGS (Clarifications)**

Effective March 23, 2020, until further notice, NHCC Campus Hours:

Monday – Thursday 10 a.m. – 6:30 p.m., Friday – Sunday: Closed

Building Access: Individuals are asked to sign in at the building entrances for safety and access control. In the case of an emergency, any door can be used to exit a building.

The following doors will be the only open entrances to campus buildings:

- **ES Building**
  - Door #2
- **CBT**
  - Door #13
- **LRC**
  - Door #26
- **Campus Center**
  - Door #34

Employees working in the HWC building are asked to call Public Safety, 763-424-0807, for building admission. **Student Affairs is preparing a comprehensive overview of all student service areas that will be shared via email and posted to the website in the coming days.**

Better Together,

[Signature]

Stephen E. Kent

*Vice President of Finance & Facilities*