



One Education Drive
Garden City, NY 11530-6793
516.572.7501
information@ncc.edu
www.ncc.edu

March 10, 2020

Dear Students, Faculty and Staff,

As you are aware, we have been extensively monitoring the rapidly evolving COVID-19 situation, working closely with SUNY and County officials and actively preparing our business and continuity response plans. The Department of Health has just notified us that we now have our first confirmed positive association with the virus, and we will be closing the campus through Wednesday, March 11th, in order to clean the campus according to appropriate guidelines. We ask that you dismiss the campus in an orderly fashion.

We are suspending face to face classes through the end of the week, Friday, March 13th. Online classes will continue. Staff are asked to return to campus Thursday, March 12th.

We encourage Faculty to refer to the email from the Office of Academic Affairs that was distributed yesterday so they can assess their educational continuity plans if needed. Essential staff should take direction from their supervisors. All other employees not deemed essential are expected to work remotely, where possible, and perform their assigned duties or be available to do so during normally scheduled work hours. Please coordinate with your direct supervisor if you are in need of any special access to enable you to continue working from home, as well as a plan for assignments during this time.

We understand large events are a fabric of this institution and a lot of hard-work and time is spent in producing these gatherings however to continue to ensure the health and safety of our NCC community we will be postponing and/or canceling all NCC-sponsored events or large campus gatherings with plans for more than 50 individuals in attendance through April. Some events may be repurposed to fit into these guidelines.

Please continue to check the [NCC website](#) and your emails for updates. The health and safety of our students, faculty and staff is our number one priority. We will work closely with State and County officials to assess the College's COVID-19 situation and update you when the College will resume normal operations.

Regards,

Jermaine F. Williams
President
Nassau Community College