



North Hennepin  
Community College

A member of Minnesota State

*Engaging students, changing lives*

March 13, 2020

Dear Colleagues & Students:

Over the past several weeks, our region has faced challenging times and is making important decisions related to the impact of COVID-19 on our college. Our community's health and safety will always be our top priority.

The COVID-19 situation is literally changing by the hour. **Please be aware there are no confirmed cases within NHCC**, and the information we have received to date from health officials indicates the risk to our community is currently low. However, we now know that this illness spreads rapidly. We also know that limiting gatherings of people can help to slow the spread of COVID-19. Given this, and a host of other factors, Minnesota State and NHCC are taking the following measures in an effort to help safeguard the health and safety of our students and employees:

#### **CLASSES**

**NHCC and on-campus university partners have suspended classes and assignments** (face-to-face, Blended-Hybrid, AND online) from **March 13 – March 22**. Classes are intended to resume in a NON face-to-face mode on March 23 through the end of the semester. We will continue to assess the situation. We will continue to provide information on [NHCC's website](#) as acquired.

#### **FACULTY AND STAFF**

All employees are expected to come to work on 16 March 2020. Provost will provide detailed instructions to Faculty in a separate message (tomorrow) that describes next week's plan of action. 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**

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.

#### **CAMPUS EVENTS**

Effective immediately, through 1 May 2020, all events on campus that involve gatherings of 100 or more people are canceled, this includes Duty Day on 9 April and Program Review Day on 10 April.

#### **TRAVEL**

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, to Vice President of Finance & Facilities, Stephen Kent. This restriction will be reviewed monthly, to determine restriction modification or termination.

## **DINING**

Our cafeteria and coffee shops will remain closed from March 13 – March 22.

## **OTHER PREVENTATIVE MEASURES**

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!

## **Better Together!**

### **Kent**

#### **Stephen E. Kent**

*Vice President of Finance & Facilities*

Phone: 763-424-0817

[skent@nhcc.edu](mailto:skent@nhcc.edu)

North Hennepin Community College

7411 85th Avenue North

Brooklyn Park, MN 55445