

Good morning ACM Faculty and Staff,

Maryland Governor Larry Hogan announced new aggressive measures to mitigate the spread of COVID-19 on March 12 following Maryland's first case of community transmission. In response to this ever-evolving health crisis, **ACM will further extend Spring Break through Sunday, March 22**. This includes current online courses. All credit courses will be online from Monday, March 23 until at least Sunday, April 5.

Non-credit classes and training through the ACM Center for Continuing Education and Workforce Development will cease instruction beginning Monday, March 16 through Sunday, April 5. This includes ACM workforce trainings offered through the Bedford County Technical Center.

At this time, the College will remain open to support our students and business operations. Faculty and staff are expected to report to work as usual, with the understanding that faculty members may prefer to teach online from their home residences. Melinda Duckworth will be in touch regarding Human Resources directives, leave, and accommodations for employees.

We recognize that moving courses to Brightspace in a short time frame presents a challenge for faculty members, and we promise support during this transition. Kurt Hoffman will be in communication with instructors regarding upcoming meetings to provide Brightspace training, assistance, and triage.

Students are not required to be on campus while credit courses are online. Students with internet connectivity who wish to complete online studies at home are encouraged to do so.

ACM will be open for students who wish to complete their online coursework at the College or utilize Student Services during normal business hours.

Willowbrook Woods residents have the option to return from Spring Break at noon on Sunday, March 22. Residents are not required to return to campus while credit courses are online.

ACM's Culinaire Café in the Gateway Center in Downtown Cumberland will be closed until at least Monday, April 6 and will tentatively reopen on Tuesday, April 7.

Our cafeteria on the Cumberland campus will offer limited service hours. The Pantry will be open by appointment.

Early College classes taught in public high schools will follow the status of their local school districts.

The Spring Transfer Fair scheduled for March 26 is canceled. Campus Tours are canceled until further notice. All non-essential College events, gatherings, and activities involving 25 or more people are strongly discouraged.

There are currently no diagnosed cases of the coronavirus disease 2019 (COVID-19) at ACM or in Western Maryland. We ask that faculty and staff members who exhibit symptoms (fever, cough, and shortness of breath) refrain from visiting the College. Please take the following steps if you exhibit

COVID-19: (1) Contact your local Health Department immediately to self-report; (2) contact your healthcare provider or, if you are not in the vicinity of your provider, visit an urgent care facility; and (3) contact Human Resources at 301-784-5231. **3/16/20 UPDATE: If you suspect you are infected with the virus that causes COVID-19, contact your healthcare provider by phone for additional guidance.**

Like other colleges across the nation, we can't anticipate the full impact that COVID-19 may have on our institution. We appreciate your patience as we strive to ensure the safety and well-being of the entire college community. Please monitor ACM's website at www.allegany.edu/coronavirus and your work email for continued updates.

Thank you for your cooperation during this challenging time.

Dr. B.