



February 28, 2020

Dear Williamson Students, Faculty, and Staff,

Williamson College of the Trades is closely following the outbreak of Coronavirus (COVID-19), a virus predominantly affecting China and with more than 55 confirmed cases in the United States. While there are no reported cases of the virus at Williamson or in Pennsylvania, the college is working with the Pennsylvania Department of Public Health and monitoring updates from the [\*Center for Disease Control \(CDC\)\*](#). While the assessed risk to Williamson is considered low, especially given our student residential requirement and no study abroad programs, we remain vigilant to ensure the safety of our college community.

Common signs of the Coronavirus include mild to severe respiratory illness with fever, cough and shortness of breath. Symptoms usually appear 2-14 days after exposure, and the CDC believes it is spread through person-to-person contact. If you experience any of these symptoms, please see the college health suite or your healthcare provider as soon as possible. The college medical staff has developed protocol to address a potential case of the virus.

Simple steps and actions can be taken to help protect yourself and others from the virus:

- Wash your hands on a regular basis using soap and water for at least 20 seconds. If you do not have access to soap and water, use an alcohol-based hand sanitizer.
- Regularly clean and disinfect surfaces.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Cover your nose and mouth with a tissue when you sneeze or cough.
- Stay home if you're sick or generally not feeling well.

With Spring Break and Summer vacation approaching, the college encourages all faculty, staff, and students to be aware of potential travel risks. Even a country not currently experiencing an outbreak could suddenly be declared a high-risk area, resulting in heightened exposure to the virus. The college strongly recommends not traveling to locations with CDC or State Department Level 3 alerts or higher. The [\*CDC website\*](#) includes information on countries currently impacted by the virus.

Additional information on the virus can be obtained through the [\*CDC\*](#), [\*World Health Organization\*](#), and the [\*Pennsylvania Department of Health\*](#).

We will provide additional information and updates as the evolving situation warrants. If you have any questions, please do not hesitate to contact college administration.

Sincerely,

Todd Zachary, Ed.D.  
Senior Vice President/Chief of Staff  
Williamson College of the Trades