Coronavirus (COVID-19)
UPDATE: March 16, 2020

National/State Situation Update:
Center for Disease Control and Prevention (CDC): website
Pennsylvania State Department of Health: website
Williamson College of the Trades, Coronavirus update: website

Williamson Policy and Communication Strategy:

- The college crisis planning group, chaired by Dr. Zachary, continues to meet regularly to assess and establish institutional policy throughout the evolving situation. Information will be communicated directly from the committee through a variety of resources. It is imperative that all employees check their Williamson email and the website (link provided above) regularly for the latest information.
- The college will release a **daily update** on the website each afternoon.
- A **weekly teleconference** will be held each Wednesday, starting March 18th at 1:00 pm to review current college policies, scheduled events, and answer any questions employees may have. All employees are encouraged to join the teleconference each week. Dial-in information for the weekly teleconference is listed below:

  Global Ready Talk:
  Dial-in Number: (201) 616-0673
  Passcode: 335196

- Cleaning crews will shortly begin work across all campus facilities.
- This is a challenging time for the world, our nation, community, and the college during this rapidly evolving situation. We will get through this together as a team. Please be understanding and patient as we work through current and future challenges. If you have any questions, please do not hesitate to contact administration. Communication is key throughout this process.

Employee Campus Policy:

- All employees, to the maximum extent possible, should plan to work from home. Key and essential personnel will be on campus as needed to facilitate operations. This is unique situation that is rapidly evolving necessitating changes to traditional work practices. Unless identified as essential, all employees should limit access to the campus to the maximum extent possible.

- The <u>overarching policy is for employees to work remotely</u>. However, if you need access your office space, please contact Corey Jackson (email: cjackson@williamson.edu or (610) 566-1776, extension 415) to coordinate campus access. The security staff will be minimizing access to the campus, so please plan ahead.
- **Employees need to be vigilant and proactive in monitoring their health**. If you suspect that you have come in contact with individual(s) with the virus or are displaying symptoms (see CDC site for details), please contact medical services immediately. Following which, please contact college administration with your medical current status.
- If absolutely required to be on campus, employees should take precautions to adhere to CDC guidelines for social distance (6-10 feet separation).
- Salaried and hourly employees will continue to receive their normal payroll amount. Hourly employee timecards will be managed by the Business Office.
- The filing of sick, personal, or vacation time associated with COVID-19 is not required.
- The Dining Room Kitchen will be closed until further notice.

<u>Campus Residents</u>

- While the college remains open for residents and their families, visitors should be limited to the maximum extent possible. If a visitor will be arriving on campus, please contact security at (610) 308-9973 or Corey Jackson at (610) 308-9975 prior to the visit.
- Campus facilities (e.g. Restall) will be limited to adult residents only once cleared by administration.

<u>Online Education:</u>

- The college will be shifting to online education starting on March 23rd. Further policy guidance, schedules, and technology aides will be released from Dr. Wrightson shortly.
- All students are to remain off campus until further notice. The college will release subsequent guidance on April 8th regarding the possible return of students on April 14th, following the scheduled Spring Break.
- Technology issues associated with the transition to online education should be addressed to Dr. Zachary or Ms. Martinez (for Canvas questions).

Modified College Academic Schedule:

Modified Academic Event Schedule

	1	2	3	4	5	6	7
Mar 2020	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23 Online Courses Begin	24 Board Meeting	25	26	27	28
	29	30	31	1	2	3	4
Apr 2020	5	6 Spring Break	7 No Classes	8 No Classes DECISION POINT	9 No Classes	10 Good Friday School Closed	11
	12 Easter Sunday	13 Easter Monday School Closed	14 Classes Resume?		16	17	18
	19	20	21	22	23	24	25
	26	27	28	29		1	2
May 2020	3	4	5	6	7	8	9
	10					15 Break Day School Closed	16
	17	18 Finals	19 Finals	20 Finals	21 Finals	22 Memorial Day Brk Offices Closed	23
	24	25 Memorial Day Offices Closed	26 Offices Reopen	27	28	29 Commencement Board Mtg.	30 Alumni Day

College Events:

- March 24: Power Plant Outage — Cancelled
- March 25: Student Armed Forces Presentations — Cancelled
- March 26: I.V. Club Induction Ceremony/Dinner — Postponed Until Further Notice
- April 2: Scholarship Dinner — Postponed Until Further Notice
- April 14: Class of 54' Event — Cancelled
- April 15: Student Academic Achievement Dinner — Cancelled
- April 17: Dr. Wrightson's Farewell Dinner — Postponed Until Further Notice
- April 25: Student Car Show — Cancelled
- April 29: Providence Garden Show — Cancelled
- April 30: Sports Banquet — Postponed Until Further Notice
- May 4-7: Academic Finals — Moved to May 18-21
- May 6: Volunteer Dinner — Cancelled
- May 8: Senior Chapel — To Be Determined
- May 8-16: Junior Leadership Trip — Cancelled for 2020
- May 11-14: Service Week — Cancelled for 2020
- May 29: Commencement — To Be Determined
- May 29: Senior Dinner Dance — To Be Determined
- May 29: 50th Year Reunion Dinner — To Be Determined
- May 30: Alumni Day Activities — To Be Determined

All Assemblies and Deans Hours events have been cancelled except for the following:

- Mar 25: Discussion on Student Conduct Policy: More information to follow on date/time, however this will still be accomplished remotely.
- March 31and April 1: Optional Tycor Medical Update to Employees: More information to follow, however this will be accomplished remotely.