



March 10, 2020

Hello all,

In response to reports of confirmed coronavirus patients in the area surrounding the university, Capitol's Emergency Response Team met this morning, Tuesday, March 10. Additionally, the Emergency Response Team is in contact with Prince George's County Emergency Response. It is important to note that, at this time there are no suspected or confirmed cases of coronavirus within the campus community.

While immediate members of the Capitol community remain at relatively low risk for the spread of the novel coronavirus and COVID-19, there are members of the greater local community who are at higher risk for complications. The broader community's resources would be significantly taxed if an outbreak were to spread unabated within high risk populations. In order to reduce the possible transmission and slow the spread, the university has implemented social distancing in administrative and faculty offices and enhanced cleaning protocols. Faculty and staff have been assigned to temporary office or work locations to support social distancing.

Spring Break or Spring Reading Days are happening now (March 9 to 13), which means no classes are meeting face to face this week. The Emergency Response Team is planning for the implementation of social distancing in the learning setting and preparing for all coursework to transition to remote learning should that become necessary.

In addition to the previously announced steps the University is suspending all sponsored out of state travel.

The University requests that anyone who is off campus and asked to voluntarily quarantine not come to campus. In this instance, Faculty and Staff should notify Human Resources (hr@CapTechU.edu) and their direct supervisor, while students should notify Student Life (studentlife@CapTechU.edu).

The Emergency Response Team continues to monitor Coronavirus/covid-19. Please check the Emergency Response page on MyCapitol for future updates.

Stay safe,

The Emergency Response Team

P.S. – Recap of current response follows.

As of now, the university is:

- Communicating with the Prince George's County government to discuss best practices and gauge risk levels;
- Implementing social distancing;
- Placing hand sanitizer and disinfectant wipes in all classrooms and shared spaces;
- Placing posters with CDC guidelines in shared spaces to inform the campus community of best practices for preventing the spread of the virus;
- Reviewing policies and logistics of continuing classes remotely should this become necessary;
- Continuing a liberal absence policy for students. Students who are absent no more than 2 class sessions of the same class in a row will be given time to complete assignments, take exams, and participate in labs. Emphasis will be reduced on grading practices which require attendance;
- Continuing to institute a mandatory absence policy for all students, faculty, and staff displaying flu like symptoms. Anyone who comes to campus displaying flu like symptoms will be asked to leave for the protection of the individual and campus community;
- Requesting that anyone off campus who is advised to engage in voluntary quarantine not come to campus. Under such circumstances Faculty and Staff should notify Human Resources (hr@CapTechU.edu) and their direct supervisor, while students should notify Student Life (studentlife@CapTechU.edu);
- Suspending university sponsored out-of-state travel for faculty, staff, and students;

To reduce personal risk and the broader community risk, campus community members can:

- Wash your hands frequently using soap and water for at least 20 seconds.
- Use alcohol based hand sanitizer when necessary.
- Faculty and staff can contact their immediate supervisor and students can contact student life (studentlife@captechu.edu) if they have underlying health condition and would like to discuss additional accommodations.
- Contact your doctor if you have a fever (over 100 degrees), cough, body aches, or other flu like symptoms.
- Limit physical contact with others and create social distance of about 6 feet where possible.
- Cover your cough or sneezes with a tissue or sleeve, not your hand.
- Avoid touching your eyes, nose, or mouth.
- Avoid contact with those who are ill.
- If you have been in contact with someone with flu like symptoms contact your doctor.