



NORTH FLORIDA
COLLEGE

DATE: March 12, 2020
TO: NFC Faculty and Staff
FROM: John Grosskopf, NFC President

IMPORTANT UPDATES & INFORMATION

Dear Faculty and Staff,

We are closely monitoring the novel coronavirus (COVID-19) situation and its impact to NFC and our community. I know many of you have questions and concerns regarding travel and operations in the coming weeks and months. Nothing matters more to us than the health and safety of our students, faculty and staff.

We are implementing proactive measures to address concerns and keep the NFC family safe. More information will follow and updates will be posted at www.nfc.edu/alerts.

NFC continues to remain open and fully operational. However, effective immediately, if you have previously approved, scheduled and upcoming College-related travel (ex. student field trips, conferences, or meetings), please cancel until further notice.

- **Friday, March 13** – We are canceling all classes so that NFC faculty and staff can prepare for moving courses online for a two week period following spring break.
- **March 16** – The College will close for spring break and will use this time-frame to conduct deep disinfecting and cleaning.
- **March 23** – Faculty and staff will report back to work after spring break. NFC leadership will meet and assess current conditions.
- **March 23 – April 5** – Classes will be held via online instruction. During the two-week period of online instruction following spring break, the College will remain open for normal business operations.
- **March 23 – April 5** – All campus events will be postponed or canceled.
- **April 6** – Face-to-face classes are anticipated to resume.

Additionally, we are requesting everyone continue to practice good judgment when it comes to adhering to Centers for Disease Control and Prevention (CDC) guidance (see our alerts page for updates at <https://www.nfcc.edu/alerts/>). Wash your hands regularly, avoid touching your face or shaking hands with others, and stay home when you are sick. Staff are encouraged to utilize online conferencing and email to communicate in lieu of meetings wherever possible.

These efforts will help us ensure we do not put any of our students, faculty or staff at risk unnecessarily as we continue to provide a safe learning and working environment.

Please expect additional communications from our team as we monitor the situation closely and make adjustments as needed. Once we have more information, we will be able to readdress the hold on travel and review other operations, as needed.

Please contact my office or your Dean if you have any questions. Thank you.