



As many of you are aware, the growing concern over the COVID-19 pandemic is beginning to impact people right here in our service area. The college was invited to a meeting yesterday with representatives of local law enforcement, health department officials, political leaders, hospital administrators and K-12 school officials to discuss the outbreak. The goal of this group is to provide an open communication channel regarding the outbreak and get organizations the information and resources they need to stay out front of the issue.

We will be providing important links to those resources on a new website we have created on the front page at [www.iwcc.edu](http://www.iwcc.edu).

The IWCC crisis management team met again this morning and decided to take the following action:

- As of today (March 12) the college is banning all meetings on campus of any size that do not involve college staff. We are encouraging the use of teleconference resources in the event that meetings are necessary.
- All non-essential domestic travel is prohibited at the college. All requests for travel must be approved through the appropriate vice president. Those that do travel must provide a detailed itinerary of that trip. If someone is travelling to an area deemed “a hot spot” by the Centers for Disease Control and Prevention (<https://www.cdc.gov/>) a quarantine may apply upon return.

As mentioned, we would advise all staff members to view our website for links to pertinent resources. Area hospital administrators urge those that are feeling ill to NOT visit the emergency room. Please contact your physician first, or go to one of these resources to find out how to determine if you are ready to be seen at a hospital.

<https://www.chihealth.com/>

<https://www.bestcare.org/jennie-edmundson/>

Another reminder to all staff:

- Stay home when not feeling well, and always contact your doctor or a health professional for advice.
- Frequently wash your hands with soap, and utilize hand sanitizer when you are not able to wash your hands.
- Do not put your hands near your face before washing your hands.
- Use etiquette when coughing and sneezing. Cough or sneeze into a tissue, followed by washing your hands. If a tissue is not available, cough or sneeze into your upper sleeve.
- The best resource for finding out more about this global virus would be to visit the Centers for Disease Control and Prevention website <https://www.cdc.gov/>

A handwritten signature in black ink that reads 'Dan Kinney'.

**Dr. Dan Kinney**  
President