

Well this has been a challenging couple of weeks. It seems the situation changes daily and plans that were made yesterday are no longer useful. There is fear of the unknown that impacts all of us and the current situation has so many “unknowns”. We will continue to respond to changing events and make the best decisions we can with information available, and directives we receive each day. Our desire is to smooth the wave and not be reactionary. That may not be possible in the near future, so hopefully you will understand.

The crisis management team met again this morning to review additional measures that we can take as an institution to limit the spread of the coronavirus.

Effective immediately, all new hires and potential new hires will not be allowed to on-board (start) until April 15th or after, and all offer letters should be dated with start dates of April 15th or later.

If you have any new hires in process, HR will need to draft a new letter with an updated date for accuracy, and hiring managers will need to reach out to let them know of the delay and ensure they are still interested. HR will not be sending out any offer letters going forward without the updated information. In the interim posting, recruiting and offers can still move forward. Additionally, HR can now facilitate “virtual” interviews via the Zoom platform in lieu of face-to-face interviews for any candidates you may be in process with.

Please contact Kristy Kulongowski to assist with this process. If you have any questions, or need assistance with changing offer letter dates, please contact HR at hrdept@iwcc.edu.

In addition, to help the college mitigate the spread of this virus we are asking that you alert your direct supervisor if you have been put on a quarantine plan as spelled out by the IDPH.

The health and safety of our community continues to be our primary concern in this fluid situation, and we are making decisions following guidance from the Centers for Disease Control and Prevention (CDC), along with state and county health departments. Our main goal is to help mitigate and slow the spread of COVID-19 and to help protect Iowa Western and our community.

Some of the steps already taken include:

- The establishment of a telecommuter and sick leave donation policies.
- Moving most classes to an on-line format.
- Cancelling all athletic events for the spring sports season.
- The cancellation of all events at the Arts Center.

On behalf of Iowa Western, I am grateful to all of you in advance for your patience, support and dedication as we work together to strategically address the challenges and opportunities associated with this growing pandemic.

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

Dr. Dan Kinney
President

Iowa Western Community College
2700 College Road, Council Bluffs, IA 51502