



Good morning.

In an effort to keep everyone informed about the developments with the pending Coronavirus outbreak, I will be sending routine e mails with information about what the college is doing to prepare for such an event locally.

The cabinet met this morning to review emergency plans as they pertain to a potential outbreak in the community and our campus. The Iowa Department of Public Health (IDPH) has provided some excellent resources as we move forward with our planning. Presently, the college's cleaning company has increased its efforts to wipe down and disinfect key touch points throughout campus.

We will continue to take necessary precautions and we will always follow the guidance of our health experts. We encourage everyone to follow these recommendations:

- Stay home when not feeling well, and always contact your doctor or a health professional for advice.
- If you are experiencing symptoms as identified by the IDPH, please alert your vice president via an e mail so we can help monitor the situation.
- 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.

For accurate and up to date information about the Coronavirus situation, please visit this helpful site at:

<https://idph.iowa.gov>

Our main concern is the health and safety of our staff and students. Please reach out to your vice president if you have any questions or concerns.

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

Dr. Dan Kinney
President