

Dear NGTC,

In light of the current health issues and concerns resulting from the coronavirus (COVID-19), North Georgia Technical College has made the decision to suspend classes and activities on all campuses for the week of March 16.

Our college has established a COVID-19 Response Team which is constantly evaluating the current situation and making plans accordingly for the entire college. Our Response Team has developed a plan for the week of March 16 and will continue to monitor the situation and make necessary updates with frequent communications.

The below information outlines the course of action for faculty, staff and students for March 16-20:

- All classes (online and face-to-face) and on all campuses are suspended.
- All campus activities for students and guests are suspended.
- Resident students are allowed to remain on campus during this week.
- Food services will be closed to the public and available to resident students only.
- Full-time faculty and full-time and part-time staff report. Adjunct faculty do not report. During this week, faculty will be preparing as much coursework as possible for online delivery as the college moves forward in weeks to come.
- The testing center and libraries will be closed and exams scheduled during this week will be postponed and announced on our website as soon as dates are rescheduled.
- The Adult Education learning center satellite locations in each county will follow the same schedule as the college.

While a variety of factors influenced this decision, be assured that the health and safety of the students, faculty, and staff is always the college's primary concern. This remains a rapidly evolving situation.

We want to assure you that your health and well being is a priority to us. There have been no confirmed reports of individuals with the coronavirus or anyone displaying symptoms reported at NGTC. Prevention is the key strategy, and we are taking measures on campus to protect you and prevent any possibility of future contamination.

The college has distributed COVID-19 informational fliers to all faculty and staff and posted in public places on campus. Students living on campus have received fliers with information about what they need to know about COVID-19 and how to take precautions. Our custodians are cleaning and disinfecting public areas more robustly and will conduct a deep cleaning of each campus while students are away.

Please remember to take as many precautions as possible for prevention:

- Wash your hands often with soap and warm water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.

- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

Please monitor the college website at [northgatech.edu](http://northgatech.edu) or our Facebook page for updated information and resources.