

STAFF UPDATE FROM PRESIDENT PAUL CARLSEN – March 13, 2020

LTC Team,

The situation in the U.S. and the state of Wisconsin relative to the COVID-19 (Coronavirus) is rapidly changing. Our Incident Management and Leadership Teams continue to monitor the situation. Due to yesterday's report of person-to-person transmission of the virus in Wisconsin, we are updating our approach as follows:

- **All campuses will be closed to students and visitors through Friday, March 20th.** The campus will remain open to staff who should continue to report to work as normal (unless ill, self-quarantined per my email yesterday, or in an approved flexible work plan). Due to a significantly reduced number of people on campus, the LTC Café will close. Other service areas may have adjusted hours.
- **Effective Monday, March 23rd, all lecture-based courses will move to an online format and all lab-based courses will have adjusted schedules to maximize CDC recommended social distancing. This will continue through at least April 3rd.** We will all use next week to prepare, and a schedule of events will be sent later today. Student services is working on a plan to support students through this transition and will be soliciting faculty feedback next week. *I know this is a big ask, and I know it will require significant work from faculty. Know I appreciate you, and our students appreciate you. If there is any group of faculty who can help our students finish the semester under these circumstances, it is this group. Jim Lemerond and your deans will provide any assistance you need. Do not hesitate to contact them.*
- **All non-essential, face-to-face events & meetings are canceled at least through April 3rd.** Consult with your department's Leadership Team member with questions and support with communication, as well as approval for activities that meet the acceptable criteria.
- **Bistro 712, the restaurant operated by our Culinary Arts students and staff will remain closed at least through April 3rd.**

Continue to monitor your email and our website (<https://gotoltc.edu/coronavirus/>). An email will be sent to students shortly, and you will be cc'ed on it.

These are unprecedented times, but we remain committed to serving our students. It will take all of us working together to ensure our students can finish the semester.

We continue to plan and will provide more information next week.

Thanks, Paul Carlsen