

From: Podell, David

Sent: Tuesday, March 10, 2020 4:06 PM

To: MBCC.AllEmployees <MBCC.AllEmployees@massbay.edu>

Subject: Cancellation of Overnight and Out-of-State Travel for MassBay Employees

Dear Employees of MassBay Community College,

Consistent with the Governor's announcement earlier today, as part of our efforts to mitigate the spread of COVID-19, all work-related travel for MassBay employees that involves an overnight stay or is out of state is cancelled. This ban will be in place through May 31, 2020.

Lauren Curley, Director of Procurement, can assist you in cancelling planned trips. Please contact her via email at lcurley@massbay.edu.

The State is urging that other meetings with groups within the state are held virtually through technology.

Needless to say, these are extraordinary times, calling for extraordinary measures. I thank all of you for your patience and understanding as the College deals with the current situation.

David

David Podell
President

