

From: Stallings, Samaria
Sent: Tuesday, March 10, 2020 3:18 PM
To: MBCC.AllEmployees <MBCC.AllEmployees@massbay.edu>
Subject: Coronavirus Updates for All Employees

Dear Colleagues,

I am writing to follow up on the President's email regarding how MassBay is responding to the Coronavirus (COVID-19). While there are currently no reported cases of COVID-19 at MassBay, the college continues to closely monitor the situation and we are taking steps to ensure the health and safety of our entire community.

We are closely monitoring federal and state news, including information from the [Centers for Disease Prevention & Control](#) (CDC), and are in close contact with local and federal health officials.

We must remain vigilant about taking care of ourselves and our surroundings to help prevent the spread of respiratory infectious diseases and protect the health of our campus community. We ask each faculty and staff member to commit to the following practices:

- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol (if soap and water are not available).
- Avoid touching your face—eyes, nose, mouth—with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home if you are sick or caring for a sick family member.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash. At the very least, cough/sneeze into your elbow instead of your hand.
- Clean and disinfect frequently touched objects and surfaces.

If you are concerned about your own health, please consult your medical provider. **If you do receive confirmation that you have the coronavirus, you must contact Public Safety at 781-239-2222 immediately.**

As Spring Break and school vacations approach, we strongly advise you to consult with the [CDC](#) and [U.S. State Department](#) prior to travel and exercise prudence. We have also established a reporting system on our website, massbay.edu/coronavirus, for those traveling.

Additional Information

MassBay has [Coronavirus updates and resources](#) on our website which the college is updating frequently. We appreciate your patience as we strive to provide timely and accurate information during this rapidly changing situation.

I recognize that this is a lot of information and for many people this is a time of heightened anxiety. When we turn on our televisions or look at our social media feeds, a great deal of information about this virus—both accurate and inaccurate—is thrust upon us. So, anxiety seems a reasonable response but I do think it is important to remember that the risk remains low in Massachusetts. **Please remember the EAP should you want help coping with this ongoing situation at 800-252-4555, 800-225-2527, or www.higheredEAP.com.**

Thank you for your cooperation as we work to keep our community healthy.

Kind Regards,

Samaria

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