



# FIVE TOWNS COLLEGE

## SECOND ADVISORY NOTICE REGARDING COVID-19

March 10, 2020

Dear Colleagues,

This is the College's second advisory regarding the Novel Coronavirus (COVID-19). The measures announced herein supplement those contained in the First Advisory Notice, circulated to the College community on Wednesday, March 4, 2020. A copy of that notice is published on the College's website.

Five Towns College is fortunate to be a small institution under these circumstances, with the ability to exercise a greater degree of control over access to its campus than some larger institutions. While our community is certainly not immune to what may be an inevitable spread of the virus, the College is working to forestall its potential arrival. Please note the following additional protocols:

### I. Potential Closure Rumors

While we are aware that some large universities have announced temporary closures, we are advised that such action would do little to protect our community at this time. Therefore, while the College retains closure as an option, no decision has been made to take such action at this time. Similarly, the College has not made any decision to cancel or extend Spring Break intersession at this time. Should such a decision be made, you will be advised as soon as possible.

### II. Transition to Online Learning

The faculty continues to transition traditional on-ground classes to online learning formats. This has already begun. Students are advised to consult with their individual faculty members to determine if and when specific courses will move online. The College anticipates that approximately 80% of course offerings may transition to an online format in the next few weeks. The College's Schoology Administrator, Mr. Andrew Sanchez, is located in the Library/Learning Resource Center. He is available to assist any student seeking online learning instruction or tutorials.

### III. Public and Public Performances at the College

The College requires that all members of its community self-disclose travel plans and illness, as set forth in its First Advisory Notice. However, since it is effectively impossible to impose this requirement on the general public, the campus will be closed effective immediately to members of the general public, and the public performances of the College will be curtailed as noted below:

- a. **Outside Visitors** – The College is closed to outside visitors until further notice. College offices having business with external contractors and vendors are advised to conduct those meetings online. Prospective students and their families, delivery, and service providers may still visit the campus, provided they are prescreened and adhere to campus sanitary protocols. Guests are still prohibited in College residence halls. Please see the First Advisory for additional guidance regarding guests in residence halls.

- b. **Public Performances** – With an abundance of caution, College performances will be closed to the general public until further notice. Guidance is provided for the following specific events. Additional guidance will be provided in future updates:
- i. **Theatre Arts Division:** *Wolves* – Friday, Saturday performances as scheduled. Sunday performance – closed to all, to allow for the production of a “made for television” version for future streaming to the public.
  - ii. **Film/Video and Mass Communication Divisions:** Long Island Media Arts Show – Postponed TBA
  - iii. **Music and Music Education Division: NYSSMA Festivals** – Postponed TBA

#### **IV. Additional Precautionary Measures**

Effective Wednesday, March 11, the College will restrict entrance and exit to the main campus through the front entrance only. This restriction applies to all members of the College community, including resident students. When entering through the front entrance, all members of the community will be required to sanitize their hands, and will also be thermal scanned for temperature. Anyone presenting with high temperature or who does not sanitize will not be permitted to enter.

#### **V. Fall 2020 Registration**

To avoid a potential disruption to the registration process due to any possible closure or suspension of operations, registration for the Fall 2020 semester will begin immediately and continue as regularly scheduled. Students are urged to see their advisors to plan for the Fall 2020 term under the assumption that the Spring 2020 term will conclude normally or with a minor extension of time.

Please be reminded that Five Towns College has no known cases of COVID-19 and remains a relatively safe and healthy place to study and work. While this situation may change overnight, we are taking every possible precaution to keep our community safe and healthy. We urge you to voluntarily comply and to self-quarantine if you are ill, if you reside with anyone who is ill, or if maintaining a social-distance is indicated for you.

The College will not penalize any member of its community who is absent for a documented illness. Please act responsibly.

I appreciate the opportunity to keep you informed about what we are doing to keep you safe.

Sincerely,

David M. Cohen, J.D.  
President