



Dear UCC Campus Community,

In our continued commitment to keep you informed regarding UCC activity involving COVID-19, here are current College updates (as of Monday, March 16).

This morning, campus administrators participated in a phone conference with the Higher Education Coordinating Commission (HECC) and the Oregon Community College Association (OCCA). During the call, HECC's executive director shared a preview of Oregon Governor Kate Brown's announcement. This afternoon, Gov. Brown placed a ban on gatherings of 25 or more. This order begins Tuesday, March 17, and is in place for the next four weeks.

- **Note:** Any UCC classes with 25 or more students during finals will be separated into smaller groups and moved into different/adjacent classrooms. Therefore, the governor's order will not cause any extraordinary disruptions on campus.

Here are current actions involving UCC:

- As a proactive measure, academics is being asked to take a look at their courses as if they would be online for the entire Spring term. This is a recommendation that came from the HECC. This information has been forwarded to UCC's academic leaders.
- A link to COVID-19 information and campus-related updates is live on the main page of the [UCC website](#). At the bottom of the [Coronavirus Information](#) webpage, there are multiple buttons for sharing (social media, email, and printing). Please feel free to share this information. This webpage is a growing body of work so you may want to check it regularly.
- To assist our students' move to online instruction, spring term book sales using financial aid began today. This is happening a week earlier than usual in support of our students. Order online and all shipping fees for course materials, textbooks, and supplies are being waived.
- A plan to communicate campus actions and the resources available to students is underway. Along with multi-platform messaging (website, social media, campus monitors, the road sign, Canvas, and AlertSense), there is also a request for all faculty to send out messages to class rosters now (before everyone leaves for Spring Break) and to the students who are registered for Spring term.
- Face-to-Face trainings are being offered for students who need help navigating Canvas.
- The Information Desk is open, and will continue to provide food boxes, transportation support, hygiene products (sorry, no TP), school supplies, one-time gas cards, and bus passes for UCC students in need.

To recap, here is what UCC is currently doing:

- Phone conferences with HECC are scheduled for every day this week. College administrators will continue to actively participate in these calls with our higher education peers and partners.
- We will continue to provide any pertinent communication to students and employees.

What you can continue to do:

- Practice good hygiene. [Prevention measures](#) for COVID-19 are similar to those used to safeguard against the common cold and flu.
 - Avoid contact with people who are sick.
 - If you don't feel well, **stay home**. Contact your supervisor or instructor if you need to be absent from work or school.
 - Thoroughly wash your hands often with soap and water.
 - Avoid touching your eyes, nose, and mouth with unwashed hands.
 - Cover your nose and mouth with a tissue or your sleeve when coughing or sneezing.
 - Clean and disinfect shared surfaces and objects that are frequently touched.
- Make sure you are set up to receive campus alerts via AlertSense. This is a good time to make sure your contact information is up-to-date to receive emergency notifications.
 - Banner Self-Service → Personal Information → View/Update Emergency Alert Contact Information.
- Avoid unnecessary contact with others; consider waving instead of shaking hands.

The Oregon Health Authority has basic information here: www.healthoregon.org/coronavirus; links to other resources that might be helpful are also included.

Please feel free to contact the Office of Human Resources if you have any questions.

We are learning new information every day. Continue to stay tuned for any changes and announcements.

Thank you,

Tiffany Coleman
Chief Advancement Officer &
Executive Director, UCC Foundation
Office: (541) 440-7809
Email: Tiffany.Coleman@umpqua.edu

