

To all members of the CWC community:

I am writing to provide an update on the college's response to the growing COVID-19 concern. We appreciate your patience as our Emergency Response Team works through this process and advises me. I know it is a time of uncertainty, and we will be providing regular updates to help you stay informed. All decisions are made through the lens of expert recommendations from the Wyoming Department of Health (WDH) and their partnerships with federal and local health experts. Below are important updates from today's review of the situation.

### Spring Break

The Central Wyoming College Spring Break (Saturday March 14 - Sunday March 22, 2020) will remain as scheduled. Students should expect to return to classes on March 23, and student housing will remain open for our on-campus students. The entire college community should monitor college communications while away to stay informed should this decision be changed. Any changes to the Spring Break schedule will be sent to you as a RustlerAlert.

Except for classes over the break, the college will remain open as scheduled. All employees should seek advice from their supervisor for any unique or special circumstances. Human Resources is available to assist as well.

### Travel

- **College Sponsored Travel:** The college has cancelled all travel to any area where a state of emergency has been declared. Exceptions to this may be made by the Office of the President in circumstances where recommended social distance can be maintained, but in all cases the health concerns of college participants, and the entire college community will be paramount.
- **Personal Travel by Students and Employees:** Any college community member traveling internationally to a Warning Level 3 country (China, South Korea, Iran, Italy, and [many other European countries](#) at this time) should stay away from campus, and self-monitor/self-isolate for 14 days following their return. At this time, there are no limitations on the ability of individuals who have traveled domestically to return to campus. Future decisions in this regard will follow Center for Disease Control (CDC) and WDH guidelines.

### Large Scale Events on CWC Campus

The college will decide to cancel or continue large scale events located on our campus with at least one week notice. There are no such events scheduled for the next two weeks.

### Facilities

Physical Plant staff have undertaken extra efforts to clean and disinfect high-touch surfaces, restrooms, and other college buildings.

### Your Health

- Your health and well-being are really important to us - and will continue to be the determining factor in all decisions as we proceed through this situation. Students and employees who are experiencing a fever, cough, or shortness of breath are directed to call their healthcare provider. Call first before you visit onsite as they may have special directions for you.
- All students and employees should contact the college (contact numbers for students and staff can be found below) if they are exposed to any person known to have the COVID-19 virus. The college will follow current CDC/WDH guidelines in protecting the college community and limiting further exposure. Those guidelines currently require a 14-day self-quarantine period. **IT IS IMPORTANT THAT YOU DO NOT COME TO CAMPUS UNDER THIS SCENARIO.**

We know you may have many questions that are not addressed here. Students should contact Cory Daly at 307.855.2186 ([cdaly@cw.edu](mailto:cdaly@cw.edu)), and staff should contact your supervisor or Scott Miller, Human Resources Director, at 307.855. 2112 ([smiller@cw.edu](mailto:smiller@cw.edu)).

In addition, please continue to monitor your campus email and [www.cw.edu/coronavirus](http://www.cw.edu/coronavirus). These updates will be reevaluated at the end of the March, but may be revised sooner if needed.

Finally, thank you for your patience and understanding in how difficult it is to make these decisions. We seek to make the best decisions possible to keep everyone in our community healthy and safe, while also doing our part to help mitigate the spread of COVID-19.

A handwritten signature in black ink, appearing to read "B Tyndall". The signature is fluid and cursive, with the first name "Brad" and last name "Tyndall" clearly distinguishable.

Brad Tyndall, Ph.D.  
President