

To all members of the CWC community:

**Here is what you need to know:**

- **Spring break is extended one week for students through March 29.**
- **Classes will be delivered via distance where possible.**
- **Lots of events and activities are affected - see below for details as needed.**

As we continue to watch the news about COVID-19 and deal with the first case in Wyoming, and as national and statewide declarations of emergency have been announced, CWC has decided to extend spring break to March 30 and then resume classes via remote instruction whenever possible (see details below). Our primary goal is care for your safety by minimizing the chance of exposure and transmission of the disease. We will continue to implement our mission of excellence in education and provide necessary and important educational and cultural opportunities to you and our local community. Therefore, in response to the growing concerns, and in alignment with actions taken by the president, governor, and other institutions of higher education, especially the University of Wyoming and the other six Wyoming community colleges, Central Wyoming College will be implementing the following protocol to protect students, employees and community members.

**Your Health and the Health of Our Community Our First Priority:**

The most significant focus should remain on prevention. As I have shared before, we can help prevent the rapid spread of COVID-19 by basic hygiene practices which include regular and thorough washing of your hands, keeping your hands away from your face, disinfecting/cleaning areas that are frequently touched, avoiding contact with individuals known to have or have been exposed to the illness, and most importantly staying home if you are sick.

If anyone is exposed to any person known to have COVID-19 and have been on campus or at campus events please contact CWC:

- All students should contact CWC's vice president of student affairs, Cory Daly at [cdaly@cw.edu](mailto:cdaly@cw.edu) or 307-855-2186.
- All employees should notify their supervisor and human resources, Scott Miller at [smiller@cw.edu](mailto:smiller@cw.edu) or 307-855-2112.
- Community members please contact the director of marketing, Lori Ridgway at [lori@cw.edu](mailto:lori@cw.edu) or 307-855-2103.

The college will follow current Centers of Disease Control and Wyoming Department of Health 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.**

**Spring Break :**

CWC will extend spring break by one additional week (now through Sunday, March 29). CWC will remain open as originally planned, but classes will not be in session until Monday, March 30. This change will not result in any extension of the semester length.

During the one week extension, CWC's faculty and staff will contact as many students as possible. We would like to ensure that your journey to the end of this semester is as successful as possible. Students will need adequate technology and access to the internet. CWC will work with any individuals who may not have access to the proper technology to complete course work.

**Remote Instruction:**

All classes will resume on Monday, March 30. Many classes will be moved to remote instruction (**MyCLASSES**, with or without Zoom video conferencing). For those classes that must be taught on-campus, rest assured that your safety and the safety of others is our number one priority. In cases of on-campus learning we will practice safe conduct like social distancing, clean facilities and avoiding class if you are ill. Each instructor will contact students by email and/or **MyCLASSES** by Wednesday morning, March 25 to share individual class details.

**Campus:**

During the two-week spring break period, the campus will remain open as scheduled. All college and student services will be available, and college employees will report to work as normal. Faculty will return

from their one-week spring break on Monday, March 23 as scheduled. College residence halls and food service will remain open.

### Questions?

We know you may have many questions that are not addressed here. Students should contact Cory Daly, vice president of student affairs at 307.855.2186 ([cdaly@cw.edu](mailto:cdaly@cw.edu)), and staff should contact their 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).

Finally, I want to remind everyone to enjoy your spring break! CWC is open, and remains a place that is welcoming to all. While these operational changes are necessary to minimize the spread of COVID-19, this will not change CWC's mission or commitment to providing you an excellent education.

See below if you want more details.



Brad Tyndall, Ph.D.  
President

Here are more details:

- Spring Break Extension: The additional week of Spring Break will be dedicated to assisting instructional faculty with developing, redesigning, and delivering courses and curriculum through remote and/or distance modalities. Faculty will assess whether individual course content is more suitable for online delivery via **MyCLASSES**, delivery using Zoom video conferencing, a hybrid using both, or if on-campus instruction will be needed to meet at least a portion of course objectives.
- Travel
  - All college-related out-of-state and international travel is cancelled until further notice.
  - Individuals returning from a country currently under a Level 3 Travel Health Advisory should stay away from campus, self-monitor and self-isolate for 14 days following their return. All personal international travel is strongly discouraged.
  - At this time, there are no limitations on the ability of individuals who have traveled domestically to return to campus.
  - These travel advisories are subject to change as public health officials continually evaluate the situation. For further details about Level 3 status countries, and other travel updates, please visit [Travelers from Countries with Widespread Sustained \(Ongoing\) Transmission Arriving in the United States](#).
- Large Scale Events on CWC Campus: The college will decide to cancel or continue large scale events located on CWC's campuses with at least one week notice. There are no such events scheduled for the next two weeks.
- Cleaning of Facilities: College staff have undertaken extra efforts to clean and disinfect the Food Court and high-touch surfaces (restrooms and locker rooms) and other common spaces. The CWC Fitness Center is closed until March 30 and will re-open with limited hours.
- College and Career Readiness / High School Equivalency: Does not follow CWC's spring break calendar. Students will be directly contacted by program staff as needed.
- Concurrent / Dual Enrolled High School Students: Students enrolled in concurrent college courses at their local high school will follow the schedule as determined by their school. Students that are enrolled on-campus or online will follow the college schedule.
- University of Wyoming students taking courses on our CWC campus should check with Amy Schmidt, UW recruitment and enrollment specialist, and follow university directives.
- Some Riverton Recreation activities are cancelled. Call 307.855.2015 to check.
- Non-credit community education, including workforce development, classes are cancelled until March 30 - perhaps longer.
- All CWC Athletic activities are cancelled for the rest of the semester.
- The CWC Booster Club Rustler 500 reverse raffle scheduled for March 30 has been postponed. Details to follow. Thank you for your support!
- Scheduled activities using CWC's facilities: CWC facilities staff will be in touch to discuss.
- Previous communications:
  - [Click here to read the statement of March 12, 2020](#).

*Because this is a rapidly changing situation, some information has been revised in newer communications.*