

Dear C of I Campus Community,

On March 3, the College distributed a [communique](#) about the COVID-19 (coronavirus). The purpose of that memo was to update our Community on the status of COVID-19 in the State of Idaho, and around the globe. The memo contained information about potential travel restrictions, recommended preventative strategies (e.g. washing hands frequently), and included links to external resources, such as the [CDC](#), and [U.S. Department of State](#), as well as internal resources, such as our [Wellness Center](#), [Residence Life](#), and [Human Resources](#).

Over the past week, College leadership has been meeting regularly to monitor the status of COVID-19, consulting health and education professionals, tracking the most updated sources of information, reviewing institutional emergency planning procedures, and developing contingency plans to ensure continued operations. Some of the primary provisions covered by these plans include:

- Emergency communication protocols.
- Alternative course delivery possibilities.
- College Study Abroad protocols.
- Travel considerations.
- Major campus event considerations.
- Self-isolation, and quarantine processes.
- Identification of critical personnel, and their duties.

The College has also been taking immediate actions to protect our community, including:

- Identification, and increased utilization around campus of the most effective surface sanitizers.
- Distribution of proper hygiene etiquette information across campus.
- Restricted use of private, reusable containers in our food service areas.

Further conversations are scheduled for tomorrow with the College's Executive Council, which includes representatives at all levels of the institution, to discuss the status of our planning efforts, and College leaders will also be meeting tomorrow to review all institutional travel. Following these discussions, the College will send out additional information pertaining to all of these matters.

If you have any questions or concerns, please feel free to contact either one of us.

Sincerely,

[Paul R. Bennion](#), VP for Student Affairs, Dean of Students

[David Douglass](#), VP for Academic Affairs, Dean of Faculty