

Dear Community of Learners,

I wanted to touch base and share some information as we get updates.

- **Stay at Home Order:** As you all know, we are still under Governor Polis' Stay at Home Order. At the time of writing this email, the governor has extended the order to April 26. The federal government has asked us to continue to social distance and maintain hand washing through the end of April. Of course, this is all subject to change and we are doing our best to keep up with changes on the federal, state and system office levels. We will keep you informed as best and timely as we are able.
- **OJC as Alternate Care Facility:** In preparation of the **possibility** of an outbreak, we are working with the Otero County Health Department to be an Alternate Care Facility for non-critical COVID-19 patients. This would enable AVRMC to focus on much more severe, critically ill patients that need much more attention and care. Presently, we are prepared to offer three on-campus locations: (1) Life Sciences building (main hub in nursing), (2) secondary site would be Wunsch Hall, and (3) lastly OJC Rattler Gym should the need arise. We are working with Otero-Crowley Public Health Department and Arkansas Valley Regional Medical Center to finalizing an MOU for our facility use. We will make a concerted effort to ensure that we can provide services for students, while being a positive community member to help save the lives of Coloradoans. NOTE: We are **NOT** currently housing any patients. This would only happen if the local medical facilities are unable to accommodate the surge. I will inform you **IF** we get to that point.
- **Remote-Access Learning Update:** We are in week two of remote-access learning. A big debt of gratitude to our faculty for their willingness, in a short period of time, to continue to provide an exceptional learning experience for our students. This demonstrates that we are a **student focused, learning organization**. I have been so proud of your dedication and commitment. Please let us know how we might help you.
- **CTE Programs:** We have been afforded the opportunity to continue with some of our CTE programs. The nursing program will continue with simulated clinical experiences. The Law Enforcement Academy has been approved by the attorney general to continue with strict social distancing measures. Student and staff health and safety is paramount.
- **Student Success/Retention:** One of my concerns is related to helping students transition to remote learning. Not unlike the challenges associated with teaching remotely, I do not think we should assume that students will automatically have a smooth transition to a different way of learning. They did not sign up for this. We have a very detailed plan for intrusive advising that should have a positive impact on student retention. We plan to run grade reports and other data on a weekly basis and then utilize all of the tools to nudge and support students. [I am grateful for our student affairs staff who have made a pledge to serve our students remotely.](#)
- **Time Tracker:** We are continuing to ask all employees to track their time on the excel sheet Carol sent out. Please do not overthink this or be concerned, but we will use this data to request reimbursement from the state or federal emergency funds, and we need to be prepared to demonstrate the unintended impact to our campus. To reiterate what Carol and Becky have sent out, if you have down time on your time tracker, it would be entered as Administrative

Leave with Pay on your timesheet. Don't stress! It is ok if you have down time during this unprecedented situation. The time tracker is just to "track" any down time, it isn't Leave without Pay, it isn't punitive, it is just a means to track employee's time and submit it when asked to do so by our government. Additionally, if you are working remotely, have checked in with your supervisor, and are waiting for additional duties while staying available- this is work time, not down time.

- **Facilities Update:** Facility staff have been on campus in order to complete necessary maintenance, cleaning, and operations to keep business going. These employees have letters that they must carry with them. If you, or someone that reports to you, feels they need to have access to campus please have a conversation with your supervisor or Vice President who will then consult with me. Many of our facilities have been cleaned and sanitized. The rooms should be well marked. Please stay away from these facilities unless you receive approval. [I continue to be astounded at the professionalism and devotion of our facility staff.](#)
- **Summer Term:** Our slogan for this summer term is: **MAKE YOUR SUMMER COUNT!** I am asking all staff to help us encourage and remind students to enroll for summer courses. This is a wonderful opportunity for students to "get ahead" or "catch up" on their program of study. We are planning to offer all of the summer term courses in remote-access learning formats. OJC will charge the normal, face-to-face, tuition rate for all hybrid courses this summer. This is in effort to retain and enroll as many new students as possible by making it as affordable as we can for them. [Enrollment for summer term is currently open.](#)
- **Residence Halls:**
 - Many students have been able to check out, but for those who have not, we are storing their items until they are able to return to campus.
 - We currently have less than 15 students remaining on campus. We will continue to make every effort to provide a safe environment, including food service for them.
 - Room and Board Refunds are being processed. This should help student have a better understanding of their financial obligations and we are doing everything we can to minimize the financial burden for our students.
- **New Athletic Website:** I am delighted to announce that we have a new and improved athletic website. You will notice immediately, that it is visually appealing and easier to navigate. It will provide current individual and team statistics and is more user-friendly. You can view the site here: <https://www.oterorattlers.com/landing/index>
- **Take Care of Yourself:** I want to remind faculty/staff to take time for yourself during this extremely disruptive period. [You are the HEART of this institution and we need you to be your very best.](#) Please connect with Carol Noll if you need assistance but I would also remind you that there are online resources available to you: [Colorado State Employee Assistance Program \(CSEAP\)](#) is standing by to help employees navigate these uncertain times.
- **Social Distancing:** I ask you to use good judgement when working on-campus, to utilize social distancing, and follow recommended hygiene practices.

The website is being updated as we receive new information. Continue to look here: [OJC COVID-19 Information](#) for the most recent developments.

Thank you for making OJC the *best rural community college* in Colorado!

Please do take good care. I am always available via email or phone.

With Gratitude,
Tim

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