



Dear campus community,

The health of our students, faculty, and staff are of the highest priority for Capitol's leaders. This preeminent commitment is followed only by maintaining the business continuity necessary for Capitol to provide the high-quality education students expect from our institution. University leaders and the Emergency Response Team (ERT) have considered these priorities along with situational developments and guidance from local and federal health officials.

These deliberations and the evolving situation led us to implement the following actions.

### **Students:**

- Residence students are strongly advised to stay home or return home. Please take any academic, medical, or otherwise necessary materials with you upon leaving campus. Only students who have filled out [this registration form to stay on-campus](#) and have demonstrated extenuating circumstances will be permitted to remain in on-campus housing. Effective at 5pm on Monday, March 16 nonresident guests are banned from the residences and all common areas (lounges and cardio room) are closed. The Office of Student Life will send additional communication to residents and their emergency contacts.
- Student workers will not be allowed to work in campus offices, but will be paid for the time they were scheduled to work from March 15 to April 13. The university's commitment to supporting students will not waiver during this uncertain time, especially for those who depend on this income.
- As previously communicated, Reading Week was extended until March 20<sup>th</sup>.
- Beginning March 23<sup>th</sup>, undergraduate in-person, on-campus courses will be delivered online. Please check for an email from your professors detailing what is expected of you in this course format.
- Beginning March 23<sup>rd</sup> and continuing until normal classroom operations resume all labs and the library are closed.
- Student services will remain open and will be available in virtual formats.
- Students with any questions on these updated policies may contact Student Life at [studentlife@CapTechU.edu](mailto:studentlife@CapTechU.edu).
- Doctoral residency scheduled for April 24-26 will be held online. Doctoral students who have registered for the April residency will receive direct communications.

### **Faculty and Staff:**

- Faculty will be trained this week to deliver online lessons to students.
- Staff are expected to telecommute to work each weekday for their usual business hours unless other arrangements were made with their supervisors. Only limited staff will report to campus to complete essential functions necessary to sustain the university.



- All faculty and staff are expected to rerecord their individual and office voicemails to include a contact method available to be checked daily and remotely. In addition, university personnel are expected to check their office voicemails from a remote location.
- All university sponsored out-of-state travel is suspended until further notice.
- Faculty and staff may contact Human Resources at [hr@CapTechU.edu](mailto:hr@CapTechU.edu) with any questions.

#### **Campus Events:**

- All on-campus events are suspended until further notice.
- Commencement proceedings will be determined no later than March 30<sup>th</sup>, 2020.

At this time, we plan to resume on campus operations on Monday, April 13, 2020.

Capitol continues to correspond with local and federal health officials and other university leaders in addition to reviewing national guidelines to determine the safest path forward.

Please continue to check our [website](#) and the [MyCapitol portal](#) for updates.

We appreciate your understanding and cooperation as we move forward with the health of our campus and extended communities at the forefront of our decisions.

Sincerely,  
**Brad Sims, Ph.D.**  
**President**