



Dear Campus Community,

Thank you for your cooperation during the transition from the traditional education and business practices as we move toward the uncharted process of moving our entire learning and working models online. Despite the onslaught of changes and rapid updates to the situation, we believe this process has been incredibly successful thus far.

We are impressed by and thankful for your trust in this process. Capitol's primary concern is the safety of all students, faculty, staff, and other stakeholders in the university which include community members in the greater Laurel area. Thanks to your fast action, we have felt supported as we took the difficult, but necessary steps to protect our community.

While Capitol remains open, the university now expects to have all staff working remotely effective Friday, March 20, instead of Monday, March 23. For those faculty and staff who need access to their offices, we have developed a rotation schedule to ensure that limited people will be in the building at any time and the offices will be sanitized before the next rotation of employees arrives on campus. Security will remain on-site 24/7 and their 24-hour number is (301) 938-2928.

As earlier announced, all undergraduate on-campus courses will meet online via Zoom during their regular time beginning March 23rd. The library is now fully accessible online and all labs are currently closed.

The Emergency Response Team (ERT) will continue to correspond with local and federal health officials and other university leaders in addition to reviewing national guidelines. The ERT will provide weekly updates to the community.

Thank you for your cooperation,

Brad Sims, Ph.D.
President
Capitol Technology University