Dear CTC Students, Faculty and Staff,

Next week is Spring Break and I understand that you are looking forward to a well-deserved time of relaxation, fun, and fellowship with family and friends. As you prepare for the upcoming break, it is vitally important that you remain aware of the evolving situation regarding the spread of the COVID-19 (Coronavirus) and take the necessary precautions to keep you and your family healthy and safe.

The college’s administration strongly discourages international travel during the break and until such time as the Centers for Disease Control removes all warning levels (1-4) for traveling abroad. If you decide to travel to a country with a Level 1 or higher risk as determined by the CDC, you are required to do the following:

1. Report the travel (destination and dates) to Dean Julie Starkey at jstarkey@ctcd.edu (students) and Ms. Holly Jordan at hjordan@ctcd.edu (employees) and email Dean Starkey or Ms. Jordan if your travel changes or you have questions.

2. Upon returning to the United States, a release from a licensed health care professional is required before you can return to school or work. Generally speaking, individuals that return from CDC Level 1-4 area may be required to self-isolate for 14 days. To self-isolate means avoiding situations where you could infect other people. Such situations could include social events, work, school, transportation, restaurants, and public gatherings.

Continue to take preventive measures in eliminating the spread of germs. Remember to wash your hands with soap and water for at least 20 seconds, stay home if you feel ill, and cover your cough or sneeze. Please visit our health alert webpage for additional information on the Coronavirus and what you should do to protect yourself or if you have flu symptoms. [https://www.ctcd.edu/health-alert/](https://www.ctcd.edu/health-alert/)

Have a wonderful and safe break. We look forward to seeing you upon your return.

Sincerely,

Jim Yeonopolus
Chancellor