



Dear Students,

As President & CEO Mr. Moore just announced, like many universities around the country dealing with the Coronavirus situation, Blue Cliff College will transition to online teaching starting on Tuesday, March 17, 2020, until further notice.

Faculty will contact you on Tuesday, March 17, 2020, with instructions, materials, assignments, and other communications regarding how to proceed with your courses. Check your Blue Cliff College student email often, log into Canvas (<https://canvas.elsevier.com>), and follow your instructor's instructions. As many of you are digital natives, I am confident that you will step up to the challenge of online learning and will find it an enjoyable and engaging experience. Still, your instructors are also here to support you with this transition. Please be open with them if you are having difficulty navigating the course or have questions about how to do something you have not done before. If you have had success in online courses in the past, we hope you will help your friends and fellow students who are newer to this.

We will inevitably experience some technical glitches as we move online. For additional questions and issues, please contact the hybrid champion at your campus location:

- Alexandria Campus – Jason Whitlow at jasonw@bluecliffcollege.com
- Fayetteville Campus – Traci Frederick at traci.frederick@bluecliffcollege.com
- Gulfport Campus – Kimberly Johnson at kimberlyj@bluecliffcollege.com
- Houma Campus – Amber Boudreaux at amberb@bluecliffcollege.com
- Lafayette Campus – Katreener Papillion at katreener.papillion@bluecliffcollege.com
- Metairie Campus – Keelan Shelby at keelans@bluecliffcollege.com

Visit these videos (Canvas overview - <https://community.canvaslms.com/videos/1124-canvas-overview-students> and Quickstart for students - <https://community.canvaslms.com/docs/DOC-18585-getting-started-with-canvas-as-a-student> and Canvas Calendar Overview - <https://community.canvaslms.com/videos/1123-calendar-students> and Canvas Chat overview - <https://community.canvaslms.com/videos/1125-chat-students>), which covers some of the basics of Canvas. If you encounter difficulty logging into Canvas, you can email your instructor via the email address listed within the online course. You can email the hybrid champion for your campus location referenced above. If your login questions were not answered by emailing your instructor or the hybrid champion for your campus location, you could also email Sheryl James at sherylj@bluecliffcollege.com.

The Student Services Coordinator, Career Placement Coordinator, Student Success Coordinator, as well as the Regional Director, Career & Student Services, will be able to support you with success coaching and advising, tutoring, and career development from wherever you are this term. Please contact Erica Landry at erical@bluecliffcollege.com or Amanda Roy at amandar@bluecliffcollege.com with any questions about student services support.



Library/Learning Resources include the school's catalog and services such as the internet and EBook Central, which gives one direct route to an extensive online database of informational resources. Students from off-campus locations may access Library/Learning Resources through EBook Central with the login and password provided to the students upon acceptance to Blue Cliff College. If you have any questions about logging into EBook Central or any other learning resources questions, please email Brook Panneck at brook.panneck@bluecliffcollege.com.

Students will continue attending their externship sites as long as the site remains open. In case a student has to self-quarantine, or the externship site closes, Blue Cliff College will use clinical simulation scenarios on the Canvas platform. If you have any questions concerning your externship, COVID-19, and Blue Cliff College's decision to offer temporary distance education delivery, please email COVID19questions@bluecliffcollege.com.

Please know that our number one priority in Academic Affairs is working with your instructors to do everything within our power to ensure that you finish the term strong and that you remain on the path to timely graduation.

Above all, take good care of yourselves and each other.

Best,

Reginald L. Moore, Sr.

President & CEO

Strategies for Effective Social Distancing

The goal of social distancing is to limit exposure to infectious bacteria and viruses during a communicable disease outbreak. The following strategies may be useful in conducting social distancing:

- Adhere to public health hygienic recommendations by washing your hands after touching commonly used items, such as doorknobs, handrails, etc., or coming into contact with someone who is sick.
 - Proper handwashing involves scrubbing hands for at least 20 seconds with soap and water.
- Avoid touching your face, nose, and mouth, and avoid rubbing your eyes.
- Practice proper coughing or sneezing etiquette by covering your mouth with shoulder or elbow.
- Wash your hands or use a hand sanitizer after coughing, sneezing, or blowing your nose.
- Properly dispose of anything that comes in contact with your mouth, such as tissues or plastic eating utensils.
- Avoid coming in contact with individuals displaying symptoms of illness.
- If working in close proximity to other individuals, attempt to keep a distance of approximately six (6) feet from the nearest person while working. In groups no larger of 10.
- Avoid congregating in large public venues such as theaters or sporting events.
- Avoid shaking hands and always wash your hands after physical contact with others.
- If wearing gloves, always wash your hands after removing them.
- Keep frequently touched common surfaces (for example, telephones, computer equipment, etc.) clean.
- Try not to use other workers' phones, desks, offices, or other work tools and equipment.
- Minimize group meetings; use e-mails, phones, and text messaging. If meetings are unavoidable, avoid close contact (within 3 feet) with others, and ensure that the meeting room is adequately ventilated.
- Limit unnecessary visitors to the workplace.
- Maintain a healthy lifestyle, attention to rest, diet, exercise, and relaxation helps maintain physical and emotional health.

Notifying Building Occupants

A social distancing protocol will most likely be communicated through the issuance of an alert and be based on recommendations of public health authorities.

Closures

One possibility of enacting social distancing procedures is the closure of venues where large numbers of people may congregate. Individuals should consult public health entities for closings on any public or private venues in their area.

As of March 17, 2020, Blue Cliff College will be moving to online-only instruction for all students until further notice.

Personal Protective Equipment

Public health authorities will issue recommendations for wearing personal protective equipment (PPE) such as gloves or masks. If used correctly, PPE may limit some exposures; however, they should not take the place of other preventive interventions, such as proper hygiene practices.

Immunocompromised Individuals

Individuals with compromised immune systems are encouraged to consult with their healthcare provider to assess the safety of their workplace during an event that warrants social distancing.

Preparedness

The following actions should be taken prior to an event that warrants social distancing:
Develop an emergency plan that includes how those around you would be cared for if they got sick.

- Maintain a reserve of vital supplies such as food and water and prescription medications.
- Practice proper public health hygiene and handwashing techniques prior to the onset of an event.