



March 30, 2020

Subject: COVID-19 Update Regarding Maryland's Stay-at-Home Order

Dear Colleagues:

As you likely know, Governor Hogan has issued a statewide stay-at-home order effective at 8 p.m. today. The full text of his executive order can be found [here](#); below are some key items that I want to make sure our campus community is aware of, for your safety and the safety of others.

- **All nonessential travel is prohibited.** However, the safekeeping and maintenance of higher ed institutions is considered essential by the Department of Homeland Security, as is the on-site facilitation of telework for employees. As such, those who have signed up for limited building access to retrieve equipment and other items will still be able to come to campus this week as scheduled.
- **Essential personnel will still be able to come to campus to do their jobs.** Essential personnel include those staff who maintain and prevent loss or damage to campus, and who perform administrative functions such as mail delivery, payroll, and information technology services. Those deemed essential personnel will be contacted by their supervisor with further instructions regarding compliance with the new stay-at-home order; unless told otherwise, all employees should assume they are nonessential personnel and continue to work from home.
- **Essential (non-work-related) travel remains limited to grocery stores, drive-thru or carryout restaurants, pharmacies, medical providers, and a few other exceptions.**
- **Those who are found to have violated the stay-at-home order will be charged with a misdemeanor.**

The governor's new measures are certainly aggressive, but they are necessary to protect the people of Maryland. While these changes may be disruptive, they are also temporary—and, by staying at home as directed, we ensure that the return to business-as-usual will come sooner than it otherwise might. The College is fortunate to have a solid infrastructure in place to support remote learning and working for the duration of the stay-at-home order, and still plans to remain closed until at least May 16.

Our work at HCC is important, and we will continue to support the success of our students and our institution over the coming months—but we must also remember to take care of ourselves, and each other, on a more human level. Again, I want to emphasize that your top priority can and should be the health and well-being of yourself and your loved ones. I know many in our campus community are facing a host of challenges and experiencing a range of emotions; please remember that we are all in this together, and be kind to yourselves and each other.

I am keeping you all in my thoughts during these difficult times: be well, and stay safe.

Sincerely,

A handwritten signature in blue ink that reads "Jacqueline S. Jackson".

Dr. Jacqueline Jackson
Interim President