

**CRITICAL INFORMATION FOR ALL STUDENTS/FACULTY/STAFF REGARDING CAMPUS HOURS,  
BADGE ACCESSIBILITY AND DISCUSSION BOARDS**

**IMPORTANT UPDATES – READ THOROUGHLY!**

**AS WE CONTINUE TO SUPPORT NATIONAL, STATE, AND LOCAL LEADERS PREVENT THE SPREAD OF COVID-19, EMERGENCY PROCEDURES REMAIN IN PLACE WITH MODIFICATION AS SEEN IN THIS UPDATE BY ORDER OF THE PRESIDENT OF CCMS.**

**LEARNING PLATFORM**

**I have decided to finish out the current semester using distance learning IAW latest directive from Ohio Department of Public Health and the Governor. I will continue to update students as we assess national, state, and local requirements and prepare for the next semester.**

- Students will NOT return to seated classroom format this semester.
- Lab will continue on a volunteer basis. It is your responsibility to work with your instructor(s) to ensure you are completing the required amount of embalming procedures. If you are not able to complete lab requirements at a funeral home – do not worry – we have plenty of time to ensure you meet the graduation criteria.

**CAMPUS ACCESS REQUIREMENTS (NO EXCEPTIONS)**

**Campus continues to be staffed by two administrators and one clinical instructor who are all available by phone MONDAY – FRIDAY 9:00 AM – 3:00 PM.**

**VETTING REQUIREMENTS FOR ANYONE ENTERING CAMPUS**

1. take their own temperature (temperatures 99.6 or higher are NOT permitted on campus)
2. answer screening questions
3. sign the daily log and receive a colored stamp that must be placed on (lower right corner) of badge signifying compliance and authorization to access

**STUDENT ACCESS**

- Student access to campus remains limited and is restricted to the below published **LAB and LIBRARY hours only**. Students are not permitted to enter any other areas of campus.
- Access to campus is not permitted by any student outside published hours (lab assistants and intake personnel are exempt and will operate under the direction of clinical faculty.)
  - **LAB VOLUNTEERING: TUES, WEDS, THURS 9:00 AM – 3:00 PM**
    - Obtain PRIOR PERMISSION TO VOLUNTEER from a clinical instructor
    - Use LAB GARAGE ENTRANCE ONLY (use phone for access to lab)
    - Your instructor will assist with temperature/symptom check and signing in
  - **LIBRARY ACCESS: MONDAY – FRIDAY 11:00 AM – 1:00 PM**

- Library hours are for USE OF PRINTER ONLY. No studying, convening, et al will be permitted.
- Use MAIN CAMPUS ENTRANCE (ring bell to be buzzed in)
- An administrator will assist with temperature/symptom check and signing in
- You are required to use provided disinfecting supplies to wipe down any areas you touch prior to exiting. This helps us maintain the sanitary environment to avoid spread by unknown carriers.

## **DISCUSSION/CHAT BOARDS – DISTANCE LEARNING**

**Great job acclimating to the online distance learning platforms! Feedback about student performance from instructors has been very positive.**

- Continue to be patient and remain flexible, adaptable, and resilient as instructors continue to adapt to this environment. (Remember that they are managing instruction for 3 separate cohorts of students.)
- Your academic calendar is still in effect and all students remain on course towards completion of their program
- Remember...
  - You need to be logged into Populi at the start time for each of your regularly scheduled courses.
  - Discussions / Chats will need to be "refreshed" frequently in Populi in order to see all comments when using a laptop.
  - Discussions / Chats are the equivalent of a classroom, treat them with the same respect.
  - REFRAIN from unnecessary commenting that is not directly related to the course.
  - Paying close attention to instructions will help reduce unnecessary questions which helps reduce the overwhelming amount of emails and calls instructors are experiencing.
  - MOST IMPORTANTLY – if you are experiencing a hardship with accessing distance learning platforms or need printed copies of materials, we are here to help ensure you have everything you need to be successful – do not be hesitant to ask!

## **FINAL THOUGHTS**

- ✓ Continue to isolate yourself from others to the best of your ability, avoid public spaces and interactions with the public to the best of your ability.
- ✓ Wash your hands regularly and well.
- ✓ 100% compliance will help flatten the curve quicker, save lives, and end this pandemic!