



March 17, 2020

Dear Students,

What a wild two weeks it has been. First with the tornado that hit Nashville on March 3rd, and now with the worldwide threat of the novel coronavirus, our daily routines have been upended. We know that many of you are being impacted as well through concerns for your family members, and through changing policies at TDOC. First, we wanted to write to let you know that everyone at THEI is doing just fine. We are taking every precaution to take care of ourselves, each other, and our community in these strange and challenging times.

You are such an important part of our community, and doing what we can to take care of our community right now also means taking every precaution to limit the unintended spread of potentially dangerous disease to our students. For this reason, we will be temporarily suspending all THEI visits to our program facilities for our staff and the professors and volunteers that we work with. This is just a temporary precaution, but one that we feel is necessary out of an abundance of caution.

We are in close communication with each of our school partners as they make decisions about how to proceed safely and continue to provide quality learning experiences. RSCC classes at MCCX will be correspondence courses for the remainder of the Spring semester.

Here are the guidelines for how that will work:

- Neither you nor your instructors will attend regularly scheduled classes.
- MCCX staff will ensure you receive your assignments for each week on Mondays.
- You will return your assignments by noon on Fridays to MCCX Education staff.
- You will still have access to the computer lab during regular lab hours.
- Remember, it is your responsibility to know which assignments are due, and to complete them on time.

We will update you as decisions are made regarding your courses. We know you are eager to understand how your lives and studies will be impacted by these changes, and we will continue to do everything we can to keep you informed.

Please find enclosed some information regarding prevention of the spread of the virus, including best practices from experts across the world. Feel free to share this information with your families, friends, and communities.

As always, you can reach us by writing to the address at the bottom of this letter. We look forward to seeing you again soon.

Sincerely,

Team THEI
Chris Greathouse, Molly Lasagna, and Rachel Zolensky



How to Protect Yourself & Others from COVID-19

All information from the Centers for Disease Control and Prevention (CDC)



Clean your hands often

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.



Cover coughs and sneezes

- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.



Stay home if you're sick

- Stay home if you are sick, except to get medical care. Learn what to do if you are sick.



Avoid close contact

- Avoid close contact with people who are sick.
- Put distance between yourself and other people if COVID-19 is spreading in your community. This is especially important for people who are at higher risk of getting very sick.



Clean and disinfect

- Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- If surfaces are dirty, clean them: Use detergent or soap and water prior to disinfection.



Know How it Spreads

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- The best way to prevent illness is to avoid being exposed to this virus.
- The virus is thought to spread mainly from person-to-person.
 - Between people who are in close contact with one another (within about 6 feet).
 - Through droplets produced when an infected person coughs or sneezes.

Share this info with your communities!