

March 12, 2020

FHTC employees and students:

We have been monitoring the COVID-19 (coronavirus) situation very closely this week and are concerned about the safety of our students and employees. We are implementing a plan designed to help our students, faculty and staff practice social distancing, which the U.S. Centers for Disease Control and Prevention defines as “remaining out of congregate settings, avoiding mass gatherings and maintaining distance (approximately 6 feet or 2 meters) from others when possible.”

Our plan includes:

- **Monday, March 16 through Friday, March 20** — all Flint Hills Technical College **face-to-face** classes, internships, and clinicals are cancelled. This includes **face-to-face classes** taught at locations other than FHTC’s main campus except the Garnett Automotive Technology program, which will follow the guidance of USD 365.
- There is no change to FHTC **online** classes; they will continue as scheduled.
- Faculty will be working during the week of March 16 – 20 to modify as much of the course curriculum into an online format to the extent possible.
- Beginning Monday, March 23 and continuing until further notice, FHTC face-to-face classes will be offered through **remote access** rather than in classrooms **to the extent possible**. Faculty will be communicating regularly with students regarding a time frame in which to make up labs, internships, clinicals and hands-on learning.
- **Faculty** will receive additional information about the resources and support available to assist them in moving their face-to-face classes to remote delivery to the extent possible and **are required to be on campus on Monday, March 16th by 8:00 a.m.** Please meet in the FHTC Conference Center.
- Effective Monday, March 16, all **campus events are cancelled**, including events held in the FHTC Conference Center until further notice.

For faculty and staff, the campus remains open and business continues as usual, except for the change of class delivery. We will be providing more information soon about our working environment.

Information about COVID-19 is regularly updated at: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html> and <http://www.kdheks.gov/coronavirus/index.htm>.

We will continue to be creative in order to provide quality education to all of our students. We appreciate everyone’s patience and flexibility during this time. We will continue to communicate regularly through email as updates and changes occur. Please check your email regularly.

Everyone be safe and take care,

Dr. Dean Hollenbeck