



March 13, 2020

Dear TBCC Campus Community,

After careful consideration, and in light of the recommendations from the Governor, Oregon Health Authority, and the Higher Education Coordinating Commission (HECC), Tillamook Bay Community College will remain open and is implementing the following in response to COVID-19:

Week of March 16

- Course finals will be held as scheduled with the exception of the Welding finals, which have been cancelled.
 - All Manufacturing and Industrial Technology course finals scheduled at Tillamook High School will be moved to the TBCC campus and no classes will be on any high school campus.
 - Social distancing guidelines (of 3-6ft personal space) will be used on campus.
 - If students are concerned about coming to campus for a final, they should contact their instructor for individual arrangements.
- Non-credit community education classes scheduled between March 16 - April 17 will be rescheduled.
- ***Drivers Ed will continue as currently scheduled.***
- Small Business Development Center (SBDC) classes scheduled between March 16 - April 17 will be rescheduled, postponed, cancelled, or provided remotely. Check with the SBDC office.

Spring Break/Spring Term

1. Spring Break will be extended by one week and will run March 23-April 3.
2. Spring Term courses will begin April 6 and ***not*** March 30 as previously scheduled.
3. The first two weeks of classes for Spring Term will be delivered Online. Students will receive information on how to login to take a class that was originally scheduled to be taken on campus.
4. All Adult Basic Skills and GED preparation courses will have a start date of April 20th.
5. Classes will go for ten weeks and finals will be given within the allotted class time with no additional finals week.
6. No face-to-face tutoring will be held between March 16-April 17, though online tutoring through nettutor remains open and available.
7. ***TBCC business operations will continue and the campus will remain open. Social distancing measures will be taken.***

Events/Gatherings/Travel

- All community events held on campus, facility rentals, and group gatherings are cancelled and/or postponed through April 17 (This includes all outside organizations using TBCC facilities).

- No in-person, face-to-face meetings of 20 or more individuals will take place through April 17.
- There will be no out-of-district business/professional development travel approved through Friday, April 17.

Our decisions are guided by a commitment to provide students, faculty, staff, and our community with a safe campus environment. We recognize that events continue to unfold, and that operational plans may continue to change. We ask everyone to take personal responsibility to frequently wash your hands with soap and warm water, cover your cough/sneeze with a tissue or the inside of your elbow. ***If you are sick or have symptoms of illness do not come to campus until you are symptom free for 24 hours.*** We will continue to share information as it becomes available.

Thank you for your support,

Ross Tomlin

Ross Tomlin, Ed.D.
President