



March 18, 2020

Dear TBCC Campus Community,

After careful consideration, Tillamook Bay Community College is electing to do the following in response to COVID-19:

**March 23 - April 3 - TBCC faculty, staff, and students will be on Spring Break**

- During this two week Spring Break period, the building will be closed to the public, but students can continue to register for classes online, and work with an academic advisor, and financial aid advisor by calling the college or emailing our student services team at [studentservices@tillamookbaycc.edu](mailto:studentservices@tillamookbaycc.edu) or (503) 842-8222.
- It is important to us to continue to support students to prepare for Spring Term which will begin on April 6.
- If you have a question about making a tuition payment or an online bookstore vouchers contact the business office at [paymentinformation@tillamookbaycc.edu](mailto:paymentinformation@tillamookbaycc.edu)?
- The campus food pantry will continue to provide food to students who need it. Food will be available at the campus Monday through Thursday from 1pm to 3:30pm.

We appreciate our campus community's flexibility and willingness to adapt to these extenuating circumstances.

**Spring Term Courses**

1. Spring Term courses will begin April 6
2. Classes at TBCC will be taught Online through April 28.
  1. Some classes cannot be taught effectively Online. Students who are enrolled in courses that cannot be taught Online, will be contacted by a career academic advisor to revise their Spring Term schedule. Our goal is to assist each student to find the best academic situation for them based on the circumstances.
  2. Students will receive information from their faculty members about how to login to their classes.
  3. For students who do not have a computer or internet connection, the TBCC Library will remain open as normal and computers will be available for students. Social distancing, sanitization, and cleaning protocols will be observed.
3. **Non-credit community education classes** have been cancelled for Spring Term.
4. **All Adult Basic Skills and GED preparation courses** have been cancelled for Spring Term.

5. **Small Business Development Center (SBDC)** is closed to the public, but they are working remotely to support small businesses. Classes will be rescheduled, or provided remotely. Check with the SBDC office.

### **Events/Gatherings/Travel**

- All community events held on campus, facility rentals, and group gatherings are cancelled and/or postponed (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, Ed.D.  
President