



Message from the President for Employees

Hill College continues to have no reported cases of coronavirus (COVID-19) at our locations. The College remains committed to assisting students with instruction and the necessary resources to help them through their classes in addition to supporting employees and their families. The safety and well-being of our students, employees and campus community are top priority.

With the spread of the coronavirus and to protect our college community, **we will conduct all classes, 16-week and 2nd 8-week terms, including dual credit, online for two weeks following spring break, beginning Monday, March 23 through Sunday, April 5, 2020.** We ask all students to regularly check their Hill College email account for program/course specific messages from their instructors as well as their Schoology dashboard.

During this two-week time frame, all locations are **closed** to the general public. The Libraries and the Cafeteria will be limited to student use only. Employees will be performing essential functions of the College and will be contacted by their supervisor regarding days/times they will be needed to report to their offices to complete those essential functions. Staff are required to coordinate with their immediate supervisor if they need to retrieve items from their offices. Faculty needing to obtain items from their offices to work remotely for instructional purposes are requested to obtain those items on Monday, March 23 and Tuesday, March 24 between 8am and 4pm. All employees will be compensated for Monday, March 23, through April 3, 2020 and will not be required to use sick, vacation nor personal leave.

We continue to use the advice and guidance available from [the Centers for Disease Control and Prevention \(CDC\)](#), [the Texas Department of State Health Services \(TDSHS\)](#), and local health agencies. The CDC has provided web pages with [Prevention of COVID-19](#), which we can all follow:

- Wash hands often for 20 seconds and encourage others to do the same.
- If no soap and water are available, use hand sanitizer with at least 60% alcohol.
- Cover coughs and sneezes with a tissue, then throw the tissue away.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Disinfect surfaces, buttons, handles, knobs, and other places touched often.
- Avoid contact with people who are sick.
- Start practicing social distancing (avoid crowds – not more than 10 people, minimize physical contact, stay at least six feet away from others).

Over spring break, SSC, our custodial service, is performing a deep detailed cleaning inside each and every area on campus to include:

- Entrance/lobbies and public areas – disinfecting all interior and exterior doors, door handles/knobs and ledges. Deep cleaning all horizontal surfaces, floors, trash cans and furniture.
- Restrooms – cleaning stalls, floors, urinals, toilets, walls, knobs, handles and fixtures
- Classrooms/conference rooms/computer labs – carefully sanitize all desks and horizontal surfaces, cleaning ledges, sanitizing doors and disinfecting all furnishings
- Office areas – carefully clean all desks, chairs, floors and sterilize trash cans
- Hallways – sterilize floors, walls and water fountains
- Breakroom/kitchen areas – tables, floors, sinks, chairs and countertops will be carefully cleaned
- Locker rooms – disinfect all throughout the facilities

All college events, on or off campus, scheduled to occur between March 18, 2020 to April 5, 2020 are cancelled. This includes, but is not limited to, recruitment events, tours, student programs, performances, conferences and social events. We will continue to evaluate events slated for April 6, 2020 and beyond and will send communication as decisions are made.

We will continue to monitor the status of COVID-19. **An update regarding college operations will be communicated by Friday, April 3, 2020.** Please monitor your Hill College email, the Hill College website and social media outlets, as well as bookmark our [Coronavirus web page](#) for regular updates and useful information. These are difficult times for all, and I ask for your patience, as well as diligence not only to help ensure safety for all, but also that students are assisted to transition to an online format.

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www.hillcollege.edu

Sincerely,

Pam Boehm, Ed.D.
President