



OFFICE OF THE PRESIDENT

June 22, 2020

Dear Faculty and Staff,

I write to ask that you pray for two members of our community who have tested positive for COVID-19. The employees (one staff member in the registrar's office and one faculty member in the Department of Mathematics and Natural Sciences) are managing well while recovering at home in quarantine.

Just as a reminder, here are the steps we must take to stay safe and well:

- 1) Every day before you plan to come to the campus, complete this questionnaire by clicking on this link: <https://form.jotform.com/201634882527156>. If you have to answer yes to any of the first six questions, contact Joyce Peters prior to coming to the campus.
- 2) Come by the Business Office for a temperature check when you arrive on campus.
- 3) Wear a mask when entering a building and when exiting your office or classroom.
- 4) Maintain 6 feet of social distancing where possible.
- 5) Wash hands with soap and water for 20 seconds as needed.
- 6) Use hand sanitizer when soap and water are not available.
- 7) Use sanitizing wipes or cleaning sprays with paper towels on frequently used items and surfaces within your office or classroom.
- 8) If you have a fever or any COVID-19 symptoms, please report to Joyce Peters for further instructions.
- 9) If you make or get coffee from the breakroom, please use gloves or a paper towel when handling the coffee pot and touching any other items such as the refrigerator, microwave, ice maker, etc.

Let's do what we have always done at Blue Mountain College—let's rally around one another in prayer, and let's show our love for one another by taking care of ourselves and of those with whom we work.

Sincerely,

Barbara C. McMillin
President