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**Sent:** Friday, February 28, 2020 9:50 AM  
**To:** All College Staff <[CollegeStaff@bc3.edu](mailto:CollegeStaff@bc3.edu)>  
**Subject:** Health Information and Proactive Measures at BC3!!!  
**Importance:** High

Good Morning,

BC3 has been closely monitoring the international situation with the Corona Virus (COVID 19) as well as the influenza (flu) virus. Several weeks ago, emails were sent out to our college community as well as students with helpful suggestions regarding these illnesses. This email provides you with additional information, preventative steps and precautions that we are taking here at the College – including excellent resources from the ***Center for Disease Control and Prevention (CDC)***.

### **The facts:**

The common cold and flu are respiratory illnesses caused by a variety of viruses. The **CDC** lists the symptoms of these types of illnesses, and the preventative measures that should be taken for:

**The Common Cold:** <https://www.cdc.gov/features/rhinoviruses/index.html>

**The Influenza (Flu) virus:** <https://www.cdc.gov/flu/index.htm>

The newer version of the **Coronavirus (COVID-19)** is gaining a lot of attention due to its transmissibility, severity and other features. This disease was first detected in Wuhan, China and now has spread to numerous other locations internationally, including the United States. The **CDC** offers the following information about this disease:

**Coronavirus (COVID-19):** <https://www.cdc.gov/coronavirus/index.html>

### **What can you do:**

Practicing some common-sense suggestions can help to minimize the spread of these germs:

#### **Coughing and Sneezing**

**Etiquette:** [https://www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

**Proper Handwashing Techniques:** <https://www.cdc.gov/handwashing/index.html>

**Travel Information:** <https://wwwnc.cdc.gov/travel>

**General Coronavirus Facts:** <https://www.cdc.gov/coronavirus/2019-ncov/about/index.html>

### **What BC3 is doing:**

The College has been monitoring this global health concern. We are continuing to take preliminary, but we think necessary, steps to stay ahead of these illnesses and ‘help’ mitigate their potential on Main Campus and all BC3 campus locations. Combined with common-sense measures taken individually, together we can reduce the spread of these viruses. Some of our efforts include:

- Providing open communication and access to available information regarding these diseases
- Providing hand sanitizing stations in public locations with a 'Purell' product with 70% Ethyl Alcohol content
- Providing reminders in restrooms and kitchen areas to properly wash your hands
- Reviewing current custodial disinfecting products to ensure that they are affective against these virus strains
- Modifying custodial sanitizing frequency of common work surface areas in campus buildings
  - We will be utilizing Spring Break week (March 1<sup>st</sup> thru March 7<sup>th</sup>) to focus on these initial efforts.
- Contacting custodial contractors for our off campus sites in regards to the same efforts at those locations
- Continuing to monitor available information from appropriate authorities as to new warnings, suggestions and direction

**Where we go from here:**

We will continue to stay on top of the latest information that is made available in regards to these viruses and illnesses. Unfortunately, there is not an easy solution to any of these health challenges. If we all stay conscientious of the suggestions and recommendations provided, we can do our best to help keep a healthy work and educational environment here at BC3. Please be assured that BC3 continues to monitor the situation closely. The College will notify the campus community immediately if any significant changes in plans or protocols develop.

As always, if you have any questions or concerns, please feel free to contact me directly.

Thank you!!

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