

March 13, 2020

Dear staff and faculty:

As you are all aware, the spread of the coronavirus is extremely worrisome at this time. We have two confirmed cases in Yakima County and this number is likely to increase in the coming weeks. It is imperative that as an institution we take precautions to protect the health of our students, staff and faculty. Furthermore, as a commuter institution, we are very aware that our students return to their homes in the evenings where they live with other family members, many of whom belong to the high-risk group impacted by the coronavirus. We want to minimize the possibility of students transporting the virus from campus to their homes and families.

At Heritage University, we are following very closely the guidelines of the Yakima Health District, the Washington State Department of Health and the Center for Disease Control. While it is impossible to prevent all possibilities of becoming infected, a clear recommendation is to avoid large crowds and to create opportunities for social distancing and thus help reduce exposure to the virus.

Given these circumstances and recommendations, Heritage University will take the following actions consistent with our action plan, distributed last week, for the coronavirus outbreak:

1. We will be extending spring break for undergraduate students through Sunday, March 22, 2020. During this time, we expect faculty and students will prepare to continue their programs using available online platforms, making other arrangements for distance learning or other mechanisms, including small group meetings, which maintain social distancing protocols. Graduate students should contact their instructors for specific instructions regarding their classwork.
2. Beginning March 23, 2020, we will deliver almost all instruction remotely until April 5, 2020 (two weeks). Prior to April 5, we will announce whether we are extending the remote instruction period or not depending on the circumstances surrounding the spread of the virus.
3. Instructors will communicate with students electronically regarding how to access materials, turn in assignments, and generally participate in a remote instruction environment.
4. The exceptions to remote instruction are programs that require experiential learning or others where it is unlikely that students can make progress without working closely with their instructors. In all these cases, Provost Sonoda will work with faculty to ensure that we are still doing our best to create opportunities for social distancing.
5. Students attending classes at our CBC location will continue following the guidelines of that institution. Martin Valadez will keep students informed of specific plans for that location.
6. Students who are in work-study positions will continue to report to work as scheduled starting Monday, March 16. Schedules may change as conditions warrant.

7. Students in clinical rotations, internships, or other off campus assignments must abide by the directions and guidelines of the organization where they are assigned.
8. All offices at the university will remain open and all staff are expected to report to work, assuming you are in good health, of course. We expect faculty to continue their work as in other times. Our goal is not to close the University in order to quarantine ourselves, but rather to avoid large groups in order to create social distancing.
9. Students that do not have reliable sources of internet in their homes can still come to campus and use the computer laboratories that will be available. We will monitor activity levels closely so as to maintain appropriate social distancing protocols.
10. All events taking place on campus between March 13, 2020 and April 30, 2020 will either be canceled or postponed. Additional information regarding each event will be forthcoming. We will continue to evaluate the situation on an ongoing basis and make determinations as to whether it is feasible to hold events scheduled for after April 30, 2020.
11. We are strongly discouraging all other activities that involve travel or attending events with large numbers of individuals. Each event will be evaluated individually but as a point of social responsibility, it is best if members of the Heritage community avoid participating in external events where they may be exposed to the coronavirus.

These are fluid times. Information changes day to day and it may change our directives. Please make sure to check your email, Heritage's website and other points of contact often to keep abreast of the latest information to determine future actions.

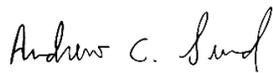
We are taking these measures so that we may minimize the spread of the virus at Heritage University. However, as we have stated before, the best way to avoid infection begins at the individual level. Always be diligent about:

1. Washing your hands thoroughly and often.
2. If you don't feel well and:
 - A. You have a fever of 100.4 or more
 - B. Are coughing
 - C. Have difficulty breathing

Please stay home and contact your health care provider. As an organization, we will support you.

Heritage University's mission compels us to assure that you make academic progress even in the most difficult of circumstances. I have no doubt that with all of us working together, this health crisis will not stop our students from finishing the semester in good standing so that they can continue with their studies and be leaders of this valley and beyond.

Thank you for your support!



Andrew C. Sund, Ph.D.
President