



Message to Houston Campus Students

3-17-2020

1 p.m.

Sent from Melinda Kirtley, Campus Director

Greetings to our Houston Students, Faculty and Staff!

I hope this finds you and your family healthy and observing the COVID-19 precautions that will help us all stay safe.

As you are aware, we are all dealing with changes in our daily routines – school closures, event cancellations, restrictions on gatherings and supply shortages to name a few. We hope to enable you to continue your studies this semester even under these new circumstances as best we can, but we too will need to make some adjustments to our operations in the name of safety.

Please be aware of the following changes in hours and procedures effective immediately:

1. The campus will observe the following hours:
Mondays: 9 a.m.–7 p.m.
Tuesdays: 9 a.m.–5 p.m.
Wednesdays: 9 a.m.–7 p.m.
Thursdays: 9 a.m.–7 p.m.
Fridays: 9 a.m.–5 p.m.
Saturdays: 10 a.m.–2 p.m.
2. If students or faculty need to access the campus outside these hours, please contact us at 346-342-1300 and we will make every effort to accommodate you.
3. Students will only be able to access the building from the front door facing Greens Crossing on the east side of the building. Until further notice, students will not be able to enter using the student entrances on the west side (off the large parking lot) of the building.
4. While in the building, no group should have more than 10 members, and must observe social distancing guidelines of at least six feet between participants. Staff will assist in assigning acceptable areas for each group as appropriate.
5. **Please do not come to the campus if you or a member of your household is experiencing symptoms.** Should a staff member observe someone present with any symptoms, they are empowered to require the person to leave the premises immediately.
6. No children are allowed at the campus until further notice under any circumstances.
7. Observe the recommended precautions at all times: wash hands frequently, cover coughs, do not touch your face and practice social distancing.

We appreciate your cooperation during this difficult time. If you have any questions or concerns, please do not hesitate to contact us by email or phone.

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Director, Houston Campus
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