

Dear Meredith Faculty and Staff,

The College's Incident Response Team has been actively monitoring the ongoing situation involving coronavirus or COVID-19. We remain focused on the health, safety, and well-being of all members of the Meredith community.

As of the morning of Wednesday, March 11, the Centers for Disease Control and Prevention (CDC) is reporting 1,015 people in 38 states and Washington, D.C., have tested positive for coronavirus, and at least 31 patients with the virus have died. In North Carolina, there are seven confirmed cases, and patients are doing well. Areas of concern for potential community spread of COVID-19, at present, include China, Italy, Iran, South Korea, and Japan. Special consideration is also being given to those with [recent cruise travel](#) from any location and areas where there is known community spread such as the Seattle area.

At this time, the immediate risk to Meredith's campus remains low. It is our intention to remain open and continue face-to-face instruction. We are in communication with the Wake County Health Department and following guidance issued by the [CDC for Institutions for Higher Education \(IHE\)](#).

As we return from spring break, we ask that faculty and staff review the College's guidance below to help keep our campus healthy.

Guidance on Returning to Campus After Traveling

- If you are returning from an area of concern, monitor your health for any changes including onset of fever, shortness of breath, or dry cough for 14 days. Self-isolate if [symptoms](#) such as fever, dry cough, or shortness of breath occur.
- If you experience a fever (100.4°F or higher) with either a dry cough and/or shortness of breath after recent travel to an area of concern, **contact your healthcare provider by phone before visiting their office.** (Most healthcare providers will screen patients with symptoms out of concern for their well patients.) Your physician will connect you with the local health department to determine what actions to take.
- Please do not go out in public until you have been cleared by either a health care provider or the health department.

Meredith students will also be receiving a message later this week with the same guidance on returning to campus after traveling. The student message will also include information on whom to notify if they have trouble returning to campus or begin experiencing symptoms. A copy of this message will be made available on Meredith's Coronavirus Updates page after distribution.

Special Note to Supervisors: Please look for an email from Director of Human Resources Pam Galloway with additional guidance on how to manage employee sick leave during this time.

Special Note to Faculty: An [Instructional Continuity website](https://my.meredith.edu/CampusSites/InstructionalContinuity/Pages/default.aspx) has been set up to support Meredith faculty in the event of COVID-19-related illness, quarantine, or campus closure. Please visit the site for concise, practical resources and strategies for moving part or all of a course online to help you keep teaching. Visit <https://my.meredith.edu/CampusSites/InstructionalContinuity/Pages/default.aspx> to learn more.

Future Travel

The College is already evaluating and in some cases restricting college-affiliated, non-essential travel. Personal travel to areas of known community spread is discouraged. Stay informed and monitor travel advisories related to the outbreak of COVID-19. It is important to independently review information about COVID-19 and to ask your own health care provider about concerns or questions you may have in order to make an individual decision about whether to travel at this time. This is a rapidly evolving situation, and some areas may implement new entry and exit control measures with very little notice. These actions could severely impact your plans, budgets, and/or delay your return to campus.

Again, the risk of becoming infected with COVID-19 in North Carolina remains low. There are measures that you can and should take to remain healthy such as practicing proper hand hygiene. In keeping with CDC guidelines, we encourage everyone to continue to take the following [preventative steps](#) to keep themselves and our community well:

- stay home if you are ill and notify your supervisor if you are out of work because of illness,
- disinfect surfaces that are frequently touched,
- avoid touching your eyes, nose and mouth,
- cover your mouth and nose when you cough and sneeze with a bent elbow,
- practice other good health habits - get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food,
- discard used tissues after a single use in a closed container, and
- wash your hands frequently, for at least 20 seconds, with soap and water. If you cannot wash hands, then use an alcohol based hand sanitizer. [The CDC provides a tutorial video on proper hand-washing techniques.](#)

We continue to add new information related to COVID-19 to our [Coronavirus Updates webpage](#), so please check the site for additional resources.

Be well,

Jo Allen, '80
President