



Let me start by **thanking all of you for your flexibility during this unprecedented time**. COVID-19 continues to impact our daily lives in so many ways, I appreciate everyone's efforts to be helpful and adapt to changes as we work our way forward in the best possible manner.

For the remainder of this week, March 16-20, face-to-face classes remain canceled and online classes will continue as usual. **This is a work week for all employees**, some are working remotely and prepping classes. Other employees are **deep cleaning facilities** and **performing necessary business operations**. All of us are busy planning for what we hope things will be when we return from Spring Break. We are also preparing in case it becomes necessary to work completely remotely.

Please remain flexible as changes are constantly occurring. **Employees and students should check their NCK Tech email account often**. Currently, office staff are available by phone, however, some may be working remotely. Call forwarding will be used when possible, but **the most reliable form of communication during this time is email**.

March 23-27 is Spring Break, so NCK Tech will be completely closed. I strongly advise everyone to **reconsider any travel plans**. We are not restricting travel during break, however, **all employees and students will complete a form indicating whether they traveled or not during the break**. A link to the form will be emailed to employees and students. If individuals choose to travel, they need to be aware **there may be a required quarantine period**. This will be dependent upon state and federal directives regarding this practice. Students will not be allowed to quarantine in our on-campus housing.

Following Spring Break, beginning March 30, our current plan for keeping our campuses safe and helping students successfully complete in a timely manner, includes doing the following:

Instruction:

1. **All general education courses will be online**, delivered in an asynchronous format for the rest of the term.
2. Technical program instructors will deliver **all classroom instruction online** for the rest of the term.
3. Instructors will contact their students via email to help them prepare for this transition.
4. **Hands-on technical competencies will be taught face-to-face while practicing social distancing guidelines**.
5. On-campus sessions will be **delivered to groups of no more than 8 students at a time**.

Face-to-Face Participation:

1. **Employees or students uncomfortable with attending the on-campus sessions may opt out by submitting an email request to President Burks at eburks@ncktc.edu**. Understand, the hands-on activities will still be required to complete the course, but they could possibly be delayed if deemed necessary.

North Central Kansas Technical College

Beloit Campus
P.O. Box 507 | 3033 U.S. Highway 24 | Beloit, Kansas 67420
1-800-658-4655 | 785-738-2276

Hays Campus
2205 Wheatland Ave. | Hays, Kansas 67601
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2. **Employees or students presenting symptoms (fever, cough, etc) will not be allowed to participate** in a face-to-face setting.
3. **Safe hygiene and social distancing will be taught and strictly practiced.**
4. **Shared tools and equipment will be sanitized** after use and before being used by another individual.
5. Students will be provided with **more detailed information regarding specific courses by their instructors via email.**

Guest & Travel Limitations:

1. **On-campus visitors will not be allowed**, with the exception of critical deliveries. This includes employees' family members and personal guests.
2. **Individual recruiting tours may continue on a limited basis.**
3. All **on-campus events have been canceled for the next 8 weeks.**
4. **Alternatives to our traditional commencement ceremony** are being considered. More information will be provided at a later date.
5. **Field trips will not be permitted.**
6. **Guest speakers are not permitted on-campus**, but are encouraged remotely.
7. **No college-sponsored out-of-state travel for will be allowed.**
8. **College-sponsored in-state travel for employees should be avoided**, with the exception of between our campuses. If in-state travel is absolutely necessary, a request must be submitted to the President's office. This includes recruiting.
9. Local pickups and deliveries may be made, but we are to **avoid all non-essential travel within our communities.**

On-Campus Services:

- **Advising and enrollment for summer and fall courses will continue as scheduled.** It will be done remotely whenever possible.

Beloit Campus:

1. **On-campus apartments will be available to students on March 29 at 8am.** NCK Tech's apartments are configured in a way that allows students to adhere to social distancing guidelines. Cleaning and sanitizing supplies will be available and **high standards of cleanliness will be required.**
2. The cafeteria is closed. **Food service will be available for students on a meal plan.** Students will be expected to eat practicing social distancing.

Hays Campus (Gateway):

1. Students should **refer to their FHSU email for details regarding the Gateway Program.**

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2. NCK Tech students who live in the FHSU's campus, who have requested and been approved by FHSU, will be allowed to remain in the residence halls and continue to receive food service. If students need assistance with Gateway services, please contact Jackie Haskell at jhaskell@ncktc.edu.

Finally, I want to **clarify the announcement made by the Governor of Kansas yesterday regarding K-12 schools**. In actuality, K-12 schools are not completely closing, they are implementing a Continuous Learning plan. This plan looks much like what we have outlined above. It will focus on remote instruction whenever possible, and will limit face-to-face instruction to small class sizes when absolutely necessary. So as long as we are able, we will move forward with the intention of safely delivering the necessary competencies to our students so they can graduate and be ready to serve our workforce as soon as possible.

We will continue to monitor this situation as it evolves and make adjustments as necessary. Any changes or updates for employees and/or students will be communicated via Rave alert and their NCK Tech email account. We will notify the general public on our website at <https://ncktc.edu/covid-19/> and via our social media channels.

Be safe and God bless.

Eric Burks
NCK Tech President

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