## Dear Campus Community:

Due to what is known about the transmission and severity of the coronavirus (COVID-19), Chaffey College is working proactively to minimize any impact on our students, faculty and staff.

Next week, as a precautionary measure, the college is scheduling at all campuses ongoing specialized disinfecting services. We also are restricting all non-essential college travel outside of the District for employees and students until further notice. If you have any questions, please ask your supervisor. The College is also reviewing any planned, large-scale gathering on our campuses to determine whether they will continue as scheduled. We will provide you with information on these matters as they develop. We regret these inconveniences, but they are decisions made in the best interest of our college community.

Also, as spring break approaches, I encourage everyone to be mindful of their travel and surroundings. While COVID-19 is serious, each of us can contribute to its prevention by taking precautions and practicing safety and health measures.

For more information, please visit www.chaffey.edu/coronavirus.

Thank you,

Henry D. Shannon, Ph.D. Superintendent/President

Chaffey College