

Dear KCKCC Family,

Kansas City Kansas Community College is closely monitoring the ongoing outbreak of the “Coronavirus Disease 2019” (COVID-19). At this time, while there are no confirmed cases of COVID 19 in Wyandotte County, the world health community does not know how severe this outbreak will be. Given this uncertainty, KCKCC is taking proactive steps to help ensure the health and safety of our employees, students and community at large. We are also creating and putting in place procedures to help ensure the continuity of service to our students and stakeholders in the event of a confirmed case(s) locally or at one of KCKCC's locations. With KCKCC's commitment to employee health and safety please be advised of the following:

International Travel:

- **Effective immediately**, and through May 22, all **KCKCC-related** international travel is **prohibited**.
- All **personal** international travel is **strongly discouraged**.

Out-of-State Travel:

- Effective immediately, and through May 22, **all college-related out-of-state travel is prohibited**.
- On a case-by-case basis, trips may be approved based on a risk assessment of each individual trip.
- Please contact the President Cabinet member who represents your area to report any planned out-of-state travel and/or to request a review of an upcoming trip.
- All **college-related**, non-essential, **air travel is prohibited**.
- All **personal** out-of-state travel and air travel is **strongly discouraged**.

Returning or Arriving to Campus:

- Employees who become ill during or upon returning from travel **with virus-like symptoms** will need to **contact a health care provider as well as the HR department** for direction as soon as possible.
- Employees returning from travel who **do not exhibit virus-like symptoms must still contact the HR department** upon return and may be directed to remain away from the workplace for fourteen days to determine whether or not they have been exposed. The returning employee should work with his or her manager to set appropriate telecommuting arrangements or request time off from work.

Please work with your area Dean's/Director's Office with any assistance needed to cancel existing reservations.

KCKCC will continue to monitor the situation and provide guidance as more information on the extent and severity of the outbreak becomes available. A website is being created that will provide additional information and updates.

Please contact Human Resources with any questions or concerns.

Sincerely,

Dr. Greg Mosier

President, Kansas City Kansas Community College
7250 State Avenue - Kansas City, Kansas – 66112
Phone: 913-288-7123
gmosier@kckcc.edu – Twitter: [@KCKCCPrez](https://twitter.com/KCKCCPrez)

