



Mark T. Brainard, President

MEMORANDUM

TO: President's Council

FROM:  Mark T. Brainard, President

DATE: March 9, 2020

RE: Student and Employee Restrictions on Returning to Campus following Overseas Travel

I am instituting the following precautions for all students and employees who have traveled in the last two weeks or will be traveling to a country identified as level 2 or level 3 by the United States Centers for Disease Control and Prevention ([cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)). As of today, those countries are China, Iran, South Korea, Italy, and Japan. The restrictions set forth herein are effective immediately and will continue until further notice. Please inform all members of your division of the requirements of this directive.

A student or employee who has traveled to a level 2 or level 3 country in the last two weeks or who subsequently travels to a level 2 or level 3 country must self-monitor themselves at home for 14 days before returning to campus. A student or employee will be allowed to return to campus after a 14-day monitoring period if they do not develop symptoms of fever, cough, or shortness of breath during that time.

A student or employee must call the Delaware Division of Public Health at 866/408-1899 during the 14-day monitoring period to review recent travel history and receive health screening and guidance.

If you are a student, you must contact the dean of student affairs on your campus regarding your absence:

- [Gail Charrier](#), Georgetown campus, [Gail.Charrier@dtcc.edu](mailto:Gail.Charrier@dtcc.edu), 302/259-6040
- [Kerri Harmon](#), Dover campus, [Kerri.Harmon@dtcc.edu](mailto:Kerri.Harmon@dtcc.edu), 302/857-1037
- [Sharon Mossman](#), Stanton campus, [smossman@dtcc.edu](mailto:smossman@dtcc.edu), 302/454-3998
- [Jeff Rose](#), Wilmington campus, [jrose8@dtcc.edu](mailto:jrose8@dtcc.edu), 302/571-5361

If you are an employee, you must contact your local Human Resources Office regarding your absence:

- [Janis Beach](#), Georgetown campus, [Janis.Beach@dtcc.edu](mailto:Janis.Beach@dtcc.edu), 302/259-6155
- [Marybeth Roach](#), Dover campus, [Marybeth.Roach@dtcc.edu](mailto:Marybeth.Roach@dtcc.edu), 302/857-1293
- [Courtney Hutt](#), Stanton campus, [Courtney.Hutt@dtcc.edu](mailto:Courtney.Hutt@dtcc.edu), 302/454-3916
- [Tamesha Broughton](#), Wilmington campus, [tbrough1@dtcc.edu](mailto:tbrough1@dtcc.edu), 302/573-5474
- Valencia "[Lynn](#)" [Beaty](#), Office of the President, [vbeaty@dtcc.edu](mailto:vbeaty@dtcc.edu), 302/857-1599

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If you experience a fever, cough, or other acute illness during the monitoring period, continue to stay home and self-isolate and call your primary care provider's office or the Delaware Division of Public Health at 866/408-1899, to determine if further medical care is needed.

Employees who are required to miss work as a result of this directive may utilize sick leave, annual leave, compensatory time or any combination thereof, and must provide a doctor's note attesting to the lack of COVID-19 symptoms prior to returning to campus. Employees without leave will be granted leave without pay.

Any questions regarding this directive by an employee should be directed to the employee's campus human resources director or the vice president for human resources for Office of the President employees. Any questions regarding this directive by a student should be directed to their campus dean of student services.

Students or employees who violate this directive will be subject to disciplinary action, up to and including termination of employment or dismissal from college programs.