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**To:** ["PublicHealth@Landmark.edu"](mailto:PublicHealth@Landmark.edu); [CampusLife](#)  
**Bcc:** [StudentsOnCampus](#); ["FacultyGroup"](#); [StaffGroup](#)  
**Subject:** 3/10/2020 Coronavirus (COVID-19) Update  
**Date:** Tuesday, March 10, 2020 4:47:00 PM

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Dear Students, Faculty & Staff,

As we have mentioned in previous e-mails, the circumstances surrounding the coronavirus are changing rapidly, requiring the College to continually update our responses. Read below for an important update.

- The College **will extend the duration of Spring Break for an additional week, through Sunday, March 29, 2020**. This decision has been made in the interest of community safety and to allow our faculty time to develop how courses could be delivered online if that scenario becomes necessary. Because of our unique curricular model, moving courses to an online platform requires care and focus.
- **Students who feel they should not travel home for Spring Break** still have the opportunity to sign up for Spring Break Housing through 5:00 p.m. on Thursday, March 12, 2020 (we have extended this deadline). See our [College Break Housing](#) page for more details and to sign up for Spring Break Housing.
- We expect that most students who travel home for Spring Break will remain home for the following week (March 22-29). Students who cannot change their travel plans after Spring Break and need to return to campus during the week of March 22-29 will have the opportunity to return at specific check-in dates and times that will be announced later this week.
- Students who travel away from campus during Spring Break **will not be allowed to return until they register with the College and complete a health screening on their immediate arrival to campus**. While there will be reduced staff available during the first week of Spring Break (per our usual operation), all Student Affairs resources and staff will be available, including Residential Life, Dining, Counseling & Health Services, etc. beginning March 22, 2020. **However, as is the case for any spring break period, there will be no academic components available on campus**. Students, faculty & staff who are planning personal travel over the upcoming Spring break and through the end of March are asked to complete our [travel reporting form](#) and keep checking [for travel updates and restrictions regularly issued by the Centers for Disease Control and Prevention](#).
- We encourage students traveling for Spring Break to bring important personal and academic materials with them **for at least 2 weeks** (clothes, medication, laptop, coursework/books). While we do not anticipate changing the dates students can return to campus, we want everyone to be prepared in case conditions require any additional schedule changes.

While extending our break by an additional week so that we can better ensure student safety, student success, and program delivery will be met with gratitude by many, we know that others may not prefer such an arrangement. Please understand that we are reserving the right to add another week to the semester if needed, and we are as always willing to talk with parents and students on a case-by-case basis in terms of their plans and expectations.

Thank you for understanding that the College needs to make this adjustment in order to prevent any significant disruption to your overall expectations should the coronavirus situation escalate. Ideally we will see students returning from the extended break in good health, and we will continue our on-campus program as always. But if that is threatened, we will be best positioned to deliver to them safety and academic expectations regardless of location.

The college's critical incident response team (CIRT) is continually monitoring COVID-19 developments and is here to answer any questions or concerns you have. Please email [PublicHealth@landmark.edu](mailto:PublicHealth@landmark.edu). We will continually update the Landmark College community during the entire break period through e-mails and updates to our [Coronavirus/COVID-19 web page](#).

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