



March 9, 2020

Dear University of the Potomac Community Member:

This letter is to provide you with an update on University of the Potomac's current response to the Coronavirus (COVID-19). Potomac's leadership has maintained communication with health and medical experts regarding the Coronavirus.

Currently, Potomac offers most of its courses in a hybrid format. The University is not currently planning to change this instructional format, however, special precautions should be taken to ensure that all members of our community remain safe and free of any exposure to this virus. As such, based on recommendations from the U.S. Center for Disease Control and Prevention (CDC), University of the Potomac has implemented the following requirements and precautions for members of our community:

- The University has suspended all international travel by employees
- The University is strongly recommending that all students avoid any international travel for the foreseeable future
- Any student, faculty or staff member returning to the U.S. from China, Italy, South Korea or Iran will be required to self-isolate in a location away from Potomac's campuses for 14-days

In addition, while many people come down with colds and flu symptoms during the Winter months, we strongly encourage faculty, staff and students avoid coming to our campuses if they are feeling the slight bit under the weather. All individuals experiencing any sickness or illness should call their doctor and/or a medical professional.

As additional information on the Coronavirus becomes available, we will update you on any future actions the University is taking to keep our community safe and healthy.

Sincerely,

Clinton D. Gardner, Ph.D.  
President