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To: [otce](#)
Subject: Fall 2020 Plans
Date: Monday, July 6, 2020 9:00:42 AM
Attachments: [Fall 2020 Academic Calendar - Revised.pdf](#)

Good morning, OTC employees,

I know you are all wondering about OTC's plans for the fall semester and how it may look different due to the continued threat of COVID-19. The goal is to make the fall semester as normal as possible, while maintaining the health and safety of our college community. This afternoon, the college will publicly announce plans for the fall semester, but we want to share them with you first.

- **Masks:** All students, faculty, staff, and visitors will be required to wear a mask while at any OTC location. This includes classrooms. The more health experts learn about the coronavirus, the more it confirms that face masks help prevent the transmission of disease.
- **Face Shields:** We will make plastic face shields available to every faculty member teaching a seated class, as well as all staff members, for an added measure of protection. If you wish to have a face shield, please email Joanna Kramer (kramerj@otc.edu).
- **Academic Calendar:** Cabinet has approved a revised version of the fall 2020 Academic Calendar (attached). The changes reflect that fall break (Oct. 12 and 13) is canceled, but Thanksgiving break is extended from Nov. 22-29. By canceling fall break and moving those days to Thanksgiving break, the college is maximizing in-person class sessions earlier in the semester before the weather gets cooler when health experts predict there could be a surge in COVID-19 cases during cold and flu season. Fall classes will begin on Aug. 24 and the last day of final exams will be on Dec. 18.
- **Classroom Capacity:** In the past, the college has been willing to lift the cap on popular courses. However, for the fall, we have not exceeded the cap on courses, and, in many cases, decreased the caps and added more sections.
- **Extra Cleanings:** Deep-cleaning of classrooms and labs will take place every morning. Cleaning supplies will be provided in each classroom for faculty and/or students who wish to have extra assurance that their space is sanitized.
- **Hand Sanitizer:** Hand sanitizer dispensers will be installed in every classroom.

- **Incentives for Online Students:** The college is [incentivizing online enrollment](#) in an effort to minimize the number of students at our locations. Our students are increasingly choosing online instruction over seated this fall. For example, while the Springfield campus is currently 16 percent down in enrollment from where we were at this time last year, online enrollments are up 22 percent. (Overall, however, the college is still down 8 percent in fall enrollment.)

Anyone who is concerned about working at their regular location due to an underlying health condition (themselves or someone in their immediate care) should contact human resources **and** their supervisor immediately.

As you know, this is an extremely fluid situation. We are monitoring disease progression within our service area on a daily basis, so the plans in place now are subject to change. As a college, we were able to remain flexible during the spring semester, and that flexibility is going to be crucial for the fall semester as well. We need to be ready to adjust as needed, including a possible pivot to remote instruction.

For more information, please visit otc.edu/covid. There you will find more details and answers to your Frequently Asked Questions.

I appreciate your hard work and flexibility as we strive to provide our students with a quality education while keeping everyone safe.

Tracy M. McGrady, Ed.D.

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