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**To:** [fulltimefaculty](#); [adjunctfaculty](#)  
**Subject:** Provost's Notes: Week 3

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Good morning, Faculty –

Here we are at Week #3! I hope you all had a restful and enjoyable Labor Day weekend. I did a whole lot of nothing, and let me tell you, it felt really good.

I have just a couple of things to share with you today:

- **BEWARE OF BREAK ROOMS:** We've received some guidance from health experts at CoxHealth, warning about the threat of COVID-19 spread in employee break rooms. I'd encourage all of you who gather in break rooms or other shared spaces to eat and chat to avoid doing so. If you must do so, please make sure you are physically distant from others in the room. CoxHealth has traced a few recent positive cases to shared break rooms, so let's avoid having that happen at OTC if we can.
- **REPORT...THEN PATIENCE:** Please be patient with COVID case managers when there is a delay in responding to your OTC Cares reports about COVID-positive or symptomatic students. Case managers are giving the most urgent reports first priority, so it may take a little longer for you to hear from them. But hear from them you will – usually within 24 hours.

I hope the semester is going as well as can be expected. I'm sure that you've encountered challenges, but I bet you have also learned a few things and possibly even experienced some nice surprises. Whether it's a Zoom classroom that's running exceptionally well, or some other positive that's happened as a result of our shift in teaching, I'd love to hear about it. Feel free to email me your success stories—no matter how small. A success is a success in my book, and we can learn from them just as we do our failures. I've also started a post on the [OTC Faculty Facebook](#) page where you can share them with your colleagues as well.

Please take care of yourselves, and as always, feel free to contact me with any concerns. Wishing you a great week!

**Tracy M. McGrady, Ed.D.**

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