



March 12, 2020

**Bon Secours Memorial  
College of Nursing**

Dear Students,

The College of Nursing is closely monitoring the expanding outbreak of COVID-19 (Coronavirus), and is consulting with experts at Bon Secours Mercy Health, the Virginia Department of Health, the Centers for Disease Control (CDC) and other partners. As we consider the safety and security of our entire college community, we are taking steps to help protect our health and the health of the communities we serve.

**Immediate College of Nursing Changes:**

1. **The College's Spring Break will be extended an additional week, March 16-20.** This means there are no classes (face to face and online) and no clinical education during that time frame.
2. **Beginning Monday, March 23, 2020;**
  - **All face to face class instruction will transition to an online format until further notice.**
  - **Online classes will resume.**
  - **Clinical education will resume.** Additional updates and adjustments will be available from your course faculty. Details regarding course instruction will be communicated soon.

**College Operations**

The College of Nursing will remain open during regular business hours: Monday – Friday, 6:00 a.m. to 5:00 p.m., with the addition of evening hours (5:30 p.m. – 7:30 p.m.) on Thursday, March 19. The Shrader Road location will be open regular business hours.

- All students are strongly encouraged NOT to return to campus until further notice. Student badges will be disabled and entrance to the building will be permissible using only the main entrance.
- Academic Student Support will continue to be available online. Students will be receiving a communication from the Office of Student Success with more information.

**Travel**

**If you have traveled internationally, you are required to contact Ashley Lancaster, Employee Wellness Nurse Coordinator at 804-627-5147 PRIOR to resuming class or clinical.** There is a possibility that you will be ordered to self-quarantine for 14 days. This means you will not be permitted into the school or to clinical sites during that time. If you are ordered to quarantine, you will need to provide a doctor's note on the 13<sup>th</sup> or 14<sup>th</sup> day, clearing you to return to your normal activities.

Please leave a voicemail at the number listed above, as they may be unable to answer your call due to call volume that has significantly increased due to the current situation. You will need to actually speak with Ms. Lancaster in order to be cleared to return to class, even if the country you traveled to is considered "low-risk." Please also reach out to Ms. Lancaster if you have any other questions, as this situation is rapidly changing. We will communicate any future changes to the policy as they occur.

8550 Magellan Parkway  
Suite 1100  
Richmond, VA 23227  
p: 804-627-5300 f: 804-627-5330  
[www.bsmcon.edu](http://www.bsmcon.edu)

### **Updated Student Contact Information**

It is imperative that we have the most updated contact information for all students. Please take a moment to [ensure your Student Portal account is current](#) in the event we need to contact you. This is an unprecedented situation in our country and in higher education; clear communication with our student body is of the utmost concern.

### **Meetings and Activities**

All extracurricular gatherings and activities are cancelled until further notice. This includes APO, SNA, SGO, etc. If you have questions, you may call the front desk (804) 627-5300 or send an email to [response@bsmcon.edu](mailto:response@bsmcon.edu).

### **Spring Commencement, Nursing Honor Society Induction and White Coat Ceremony**

At this time, our plan is to hold these events as scheduled, but this may change as we get closer.

### **Updates**

**The College of Nursing anticipates issuing additional guidance regarding its operations. Please visit [www.bsmcon.edu/coronavirus](http://www.bsmcon.edu/coronavirus) for updates.** We are continuing to assess our College and community needs to respond to the rapidly changing situation. Above all, we remain committed to the safety and well-being of our students, faculty, staff and College community.

We are working diligently and are committed to minimizing the impact of COVID-19 by implementing the actions outlined above. Please continue to pray for our college and our community, and to follow CDC and Virginia Department of Health guidance regarding hygiene and other important practices.

Warm Regards,

**Melanie Green, PhD, RN**

Vice President and Provost

Bon Secours Memorial College of Nursing