



December 24, 2020

Dear TCAT Shelbyville New and Returning Students:

Based on Governor Lee's latest executive order in effect through midnight January 19, TCAT Shelbyville plans to reopen on January 4 with the following plans for faculty, staff, and students:

### Students

1. January 4 through January 8, only new students will report to campus. Students are to wear a mask, complete the screening questionnaire each day, and social distance at all times.
2. January 4 through January 8, returning students will be provided online instruction. Returning students may visit campus to pick up a laptop, textbooks, or other materials.
3. January 11 through January 19, all students will be provided online instruction.

### Faculty and Staff

1. January 4 through January 8, all faculty will report to campus to meet with new students. This includes supplemental classes.
  2. January 11 through January 19, all faculty will provide online instruction to all students. This includes supplementals. Faculty may work from your campus office or remotely.
  3. The exception to online instruction is Truck Driving or Practical Nursing clinicals.
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1. January 4 through January 8, all staff will report to campus and will remain in their office. Remote working will be allowed for those that can and should be pre-approved through your supervisor.
  2. January 11 through January 18, all staff that can and wish to will work remotely may with pre-approval from supervisor. All others may report to campus and remain in their office.

Thank you,

Laura Monks  
President