

May 5, 2021

Dear TCAT Shelbyville Student,

As of the writing of this letter, our institution has been in COVID response mode for a year. I wish to thank each of you for your patience and perseverance as we have moved from a hybrid instructional approach to a full on-campus instructional mode. We have been fortunate that our positive cases and exposures have remained low so we could bring all faculty and students back on campus. I truly believe this was possible because each of you have followed the appropriate CDC protocols.

Moving into the summer term, we must continue to be aware of the part each of us plays in the spread of COVID and the CDC protocols in place nationwide. These include:

- Facemasks are required inside all TCAT Shelbyville buildings (per guidance from TBR on 5/6/21).
- Social distancing of 3 to 6 feet is required at all times inside buildings.
- Disinfecting all surfaces in open use spaces.
- Self-quarantine when one has COVID symptoms IF not vaccinated or had COVID in the last 90 days.

We will continue to track COVID exposures and positives cases in order to assist the student with resources and to assure the student continues to make academic progress and for the safety of all students, faculty, and staff. Please contact our COVID clerk, Kim Klouser, at [kim.klouser@tcatshelbyville.edu](mailto:kim.klouser@tcatshelbyville.edu) if you have been notified you have been exposed or have tested positive. Mrs. Klouser will work with you and your faculty member to assure you have what you need to continue your academic progress this term.

If you have made the decision to take the COVID vaccination and suffer side effects (sickness like tiredness, fever, dizziness, nausea), your instructor will report you as absent for record keeping purposes. At the point you reach 24 to 42 hours absent or beyond, your instructor or someone from student services will reach out to you for documentation of your absence. Please be prepared to submit documentation showing you have had the vaccination. We understand that the COVID vaccination may have side effects that prevent the student from coming to campus.

Please do all you can to finish strong this trimester. The faculty and staff at TCAT Shelbyville are here if you need us.

#TCATShelbyvilleStrong

Please take care and be safe,

*President Monks*