March 20, 2020

Dear Rainy River Students, Faculty, Staff and Partners,

As you all know with the event of the COVID -19 virus the college has had to make some adjustments to the way we do business. This includes the way we deliver classes, the way we advise, support, and recruit students and the way we go about our daily work. So many things have happened over the past week that I felt it was important to capture at least some of them here. Let me start by saying thank you to all members of the RRCC community for pulling together to effectively and efficiently make the changes necessary to keep everyone safe!

First and foremost, our primary concern continues to be the safety of our students, employees, and the public.

To that end please note the following:

Classes will resume on Monday, March 30th. All RRCC courses will transition to a virtual or online format for the remainder of the spring semester. The decision was made to cancel two classes that were scheduled to begin on March 16 due to the required face to face component – Trained Medication Aide and Phlebotomy.

Effective immediately all aspects of spring sports have been canceled and the athletic facilities will be closed until further notice.

Commencement - Minnesota State announced this week that in-person graduation ceremonies at all colleges will not be held.

Beginning Monday March 23rd the following will be implemented –

Limited staff will be available on campus. We are NOT closed but ask that you come to campus only when absolutely necessary!!! The library will be open during regular business hours but not staffed. This will be primarily available for students who need internet access.

Change in hours of operation – the campus will be open Monday through Friday, from 8:00 am to 4:30 pm.

Only two doors will be open on campus – door 1 (the main rotunda door) and door 5 (the CareerForce door). If you have a key, be sure you close the door behind you when you leave.

Students –

Be sure to check your RRCC email daily if not more. This is our main way of communicating with you!

Work in D2L daily. This means ALL your classes! Think of this as your interaction with the faculty!

Expect a regular contact from an advisor or staff member via phone call, email, FaceTime or Zoom. We are here to help guide you through this process!!

You are our number one priority. Getting you through the remainder of this term is what we are here to do. Even though we won’t be together for graduation, we want to help each of you get there!!
For Faculty –

Please be sure your voicemail indicates you are out of the office and includes your contact information. You can check your voicemails from home by calling 218-285-2263 and following the prompts. If you need help with this contact Jacob Forsythe or Tammy Wood.

You are NOT banned from campus! You can come in as you need to but use the social distancing rules as well as the self-care guidelines.

Please check your RRCC email at least daily if not more.

As you are working through the details of your revised course delivery, please be sure to communicate to Tammy Cook the revised syllabus, schedule, and assessment methods to ensure course outcomes are met. This information will be provided to the system office by April 10.

As you transition your courses keep in mind many students have never experienced online courses. Consider how you would present the class in a face to face fashion, such as how much information you give on a daily or weekly basis. Keep that pattern so no one is overwhelmed with information in an already unfamiliar arena.

Staff –

As you begin working either at a different location or a different shift, remember to follow all the rules for social distancing, cough/sneeze etiquette and personal care. If you are sick stay home and let Tammy Wood or me know. Email, text or call.

If you are on campus, use the hand sanitizer and Clorox wipes that are provided at the entrance.

If you come on campus during off hours, please be sure the door you use closes and locks.

Superintendents –

PSEO students will follow the same guidelines and use the same delivery methods as the traditional students.

If you have questions, please let me, Stephanie Turban or Tammy Wood know.

Please regularly check the college website for updates, especially the COVID-19 page that can be found here: https://www.rainyriver.edu/college-services/campus-health-safety/coronavirus-disease-covid-19

Our overarching goals right now are – to safeguard the health, safety, and well-being of our faculty, staff and students; and to enable students to complete the spring semester and progress toward their educational goals. Please join us in doing all we can to achieve these goals.

Sincerely,

Roxanne Kelly, Ed.D.
Provost