March 10, 2020

As the novel coronavirus (COVID-19) continues to spread throughout the country, I wanted to share a message with the CTU community. As a school of theology, the well-being and safety of everyone in our extended CTU community is a first priority. As an international community, sensitive to our global solidarity, we want to foster care for all of our members equally, and to be alert to the situations of the global community we represent. Lastly, as people of faith, we rededicate ourselves to prayer and genuine service on behalf of those in need at this time of crisis.

Below is specific information about our response, and practical guidelines we suggest to the CTU community:

Day to Day
While there have been no reported cases of COVID-19 at CTU, our staff continues to work diligently to clean the campus and disinfect common areas such as classrooms and restrooms, as well as common touch areas including doors, handrails and elevator buttons. They will continue their efforts throughout the semester. All health guidelines suggest that the best way to prevent the spread of the virus is to adhere to these preventive measures:

- Wash your hands frequently with soap and warm water for at least 20 seconds and/or use a greater than 60% alcohol-based hand sanitizer.
- Increase your fluid intake.
- Avoid touching your eyes, nose, mouth, and face.
- Do not share common-use items such as cups and utensils.
- Keep home/personal spaces clean and disinfect common surfaces and items.
- Avoid contact with sick people.
- Cough or sneeze into a disposable tissue and discard. Use your elbow only if you have to.

Events
Based on the guidance we’ve received and the actions we are taking, we are continuing to hold events at CTU and doing all we can to make sure guests feel safe, comfortable, and welcome. We are in close contact with speakers or honorees who are traveling from elsewhere to ensure they are comfortable traveling and themselves pose no risk to our community. We are assessing the situation on a day-by-day basis and will make decisions on future events or cancelling public programming entirely with the health and safety of our community as our top priority. We will proactively communicate any event cancellations, postponements, or shifts in format with registered attendees and posting notifications on the Events page of our website for all to see.
**Academic Program Contingency Planning**

While CTU fully expects to be operating as usual, we are preparing for any possible adjustment to class or event suspensions. We have a robust course management system in D2L, and distance learning technology which will mitigate any disruption in our academic programs. Any changes to our operating status will be communicated via email, social media and on our website.

We are making it possible for our employees to work from home if they have symptoms that could indicate a contagious illness, such as a fever and/or a cough.

**Travel**

Our Biblical study travel and Holy Land retreat programs will be assessed at a later date given the available worldwide data and travel guidance from the CDC.

As this situation continues to evolve, we will closely monitor guidance from the Centers for Disease Control and Prevention and local health officials and rely on their recommendations and expertise to inform our decisions. For more information, visit the [www.cdc.gov/COVID-19](http://www.cdc.gov/COVID-19) website.

Let us be faithful and vigilant in our prayer for those nations, communities, families and individuals most affected by this outbreak, and for the medical personnel and government officials seeking to respond. Let us resist and reject fear and suspicion based on ethnicity or nationality; this virus is affecting people of all races and ages. Let us be generous in supporting organizations that provide assistance and support public health in our area and around the world.

Rev. Mark R. Francis, CSV

President