

July 3, 2020

Dear Coyne Students,

We are all very excited to start our next term on July 6th! We will be completing some interrupted classes this term, so your return date might be later than July 6th. Hopefully, everyone is ready for the new classes.

The list of scheduled classes is being updated this weekend on the student portal. Please login to verify your classes. If you do not see any courses on your portal, please contact Ms. Hanson, vhanson@coyncecollege.edu.

If your class is being conducted online, you will be receiving a letter from the instructor with directions to access your course on Monday at 8:00 am. The letter will also indicate if you need to pick up your course materials at 1 North State St. (1NSS) on Monday, July 6th, from 1:00 pm – 7:00pm.

If your class is being conducted in person at 1NSS, we wanted to remind you of some new requirements:

The Building Management of 1 North State St. (1NSS) has made the following changes that will impact you.

- **Masks** will be required to enter the building and must be worn in all common areas, including, but not limited to, all lobbies, elevators, corridors, restrooms, and dock.
- Best Practice of 6' Social Distancing is being encouraged.
- **Elevators will have a four (4) person maximum, and face masks must be worn.**

Coyne has made the following changes:

- **Faces masks to be worn at all times! You MUST wear a MASK. (pulling your shirt over mouth and nose is not a mask!) Also, you will be asked to remove any mask that displays any inappropriate or political comments/graphics.**
- **Social Distancing will be enforced.**
- **All shared areas (bathrooms, break room) will be cleaned and disinfected often.**
- **The student break room will be closed for eating. Usage of the vending machines will be allowed.**
- **'Sneeze Guards' used in all offices and most labs**
- **Hand sanitizer dispensers for each office and classroom**
- **Keyboard protection for shared PC's (kiosk, LRC)**
- **Reminder Signs Posted**
- **The maximum capacity of classrooms will be enforced.**

If you have any questions, please contact Ms. Hanson at vhanson@coyncecollege.edu.

These have been difficult times. You have continued to amaze us with your flexibility and willingness to do whatever is needed to achieve your goals.

Be safe; be healthy.

Russell T. Freeman
President
Coyne College
(773)577-8050
rtf@coyncecollege.edu