



— ARKANSAS COLLEGES OF —
HEALTH EDUCATION

March 25, 2020

Dear ACHE Community:

As you know, we continue to closely monitor the COVID19 situation. Our current travel situation has now changed to include weeks in April. **All school-sponsored travel is prohibited through the end of March and now extended until the end of April, unless our circumstances change to warrant lifting the restriction earlier than that.** We will continue to monitor whether to lift the restriction and issue guidance regarding any travel you may have planned during April. As you know, our COVID19 responses to date are not unlike those of our sister institutions nationwide. We continue to model the healthcare community, to which we belong, and must take measures to protect ourselves, our families, our campus community, and the community at large.

If you have not already done so, or if your travel plans have changed, I ask that you to complete the [ACHE Travel Reporting form](#) so that we may document travel-based contact outside of Fort Smith. Your anticipated cooperation is appreciated.

Please know that the information collected in the form will be reported only to my office, Human Resources, and key administration working with my office regarding ACHE's COVID19 response. Students with difficulty in completing this form should contact Laurel McIntosh in Student Affairs. Employees with difficulty in completing this form should contact Chief Levi Risley.

At the time of this communication, cases in Arkansas and throughout the nation are growing. **We strongly advise you to reconsider any non-essential personal or business travel away from the greater Fort Smith area.** Documented cases are rapidly increasing in number both domestically and internationally. In the event you travel outside the Fort Smith area, you may face a higher risk of infection, significant delays returning to Fort Smith, **and requirement to self-isolate upon**

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your return, all of which could significantly impact your professional and personal obligations at great individual expense.

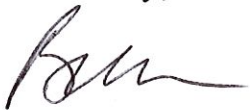
Should you decide to travel, be aware of the risks to your health, those with whom you may be traveling, and those in your community when you return. **If you are returning from travel that includes air travel or travel through or from an area with ‘shelter in place’ or ‘safer at home’ directives, you will be required to self-isolate for a minimum 14-day period, even if you do not exhibit symptoms.**

Those in self-isolation will be monitored by ACHE security as well as virtual contact from ACHE administration for their well-being.

If you become ill, you should complete the [ACHE Illness Reporting Form](#) and follow the guidance of your health care provider, local, regional, and national authorities. Please know that the information collected in the form will be reported only to my office, Human Resources, and key administration working with my office regarding ACHE’s COVID19 response. Students with difficulty in completing this form should contact Laurel McIntosh in Student Affairs. Employees with difficulty in completing this form should contact Chief Levi Risley.

Again, ACHE is monitoring the situation closely with campus health and safety partners to ensure that we can keep the campus safe during this ever-changing national emergency. I appreciate everyone’s cooperation thus far. Thank you.

Sincerely,



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President

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