

**Charter College COVID-19 Contingency Plan Update  
Announced 03/17/2020**

**Latest Charter College Update Announced 03/17/2020**

Due to the COVID-19 national emergency and recommendations from state and national officials, all Charter College campuses have transitioned its delivery method to online for the following programs:

- Business Office Administration
- Dental Assisting
- Medical Assistant
- Veterinary Assistant
- Pharmacy Technician
- Medical Assistant (A.A.S)
- Heating, Ventilation, Air Conditioning, and Refrigeration
- Student Success courses in all programs

Charter College will not hold any in-classroom instruction, all 4.5-hour face-to-face meetings will be held via video conference using Microsoft Skype for Business.

The 4.5-hour face-to-face meetings will be delivered via Microsoft Skype for Business at the currently scheduled days and times.

We appreciate your patience and understanding as we move forward with the best interest of everyone's health and safety.

**[Click for instructions on using Skype For Business](#)**

**Online Delivery**

- This delivery method will be effective from 3/17/20 – 5/18/20, unless otherwise directed.
  - It is important to note this delivery method does not represent a permanent change.
- Blended instructors will conduct their 4.5-hour Microsoft Skype for Business operations from their classrooms.
  - AT&T, Comcast and Spectrum are offering free internet access to students affected by COVID-19.
  - Microsoft Skype for Business is available for free for Charter College students and can be installed on an PC, Mac, Apple or Android device. This includes smart phones.
- Instructors will schedule Microsoft Skype for Business Meetings via Outlook and invite all registered students to said meeting.
  - The meeting link will also be posted via course announcement in Canvas and emailed to students.
  - The instructor will record their 4.5- hour Microsoft Skype for Business course meetings and post a link to the recording in Canvas.

**Questions**

- Students should reach out to their campus of record for any further clarifying questions.