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DATE: March 15, 2020
TO: Adult Education Providers
FROM: Dr. Brian Durham, Executive Director
Jennifer K. Foster, Deputy Executive Director
SUBJECT: **Statewide Adult Education Program Closure**

The Illinois Community College Board (ICCB) is monitoring the rapid developments around the coronavirus/COVID-19. The agency is working closely with the Governor's Office, the Illinois Department of Public Health (IDPH), the Illinois Emergency Management Agency (IEMA), the General Assembly, and other stakeholders to assess continually the situation. As we have learned more about the rapid spread of the COVID-19 virus and its potential impact, the situation has quickly advanced to a point where mitigation procedures must be implemented at the community level.

To this is end, ICCB is hereby requiring the **closure of all funded Adult Education Programs** beginning **Tuesday, March 17, 2020 through March 30, 2020**, with a presumed re-opening date of March 31, 2020. These dates are consistent with the Governor's closings of K-12 schools. Closure extensions beyond this point will be considered on a case by case basis by the ICCB, and the program's adult education administrator must contact Kathy Olsen-Tracey. This does not apply to regularly scheduled closings by the institution or organization which may include spring break, Easter Break, etc.

We understand that this is the time for post-testing and generation of grant funds. However, our first concern is for our adult education programs, adult education staff and adult education students. We will provide you with guidance regarding post-testing and recording of attendance guidance, data collection, and other needed guidance when we return to regularly scheduled adult education programming.

Employees should not suffer any hardship by the closing of programs. So given this, **the ICCB is authorizing Adult Education Providers to continue to compensate staff and instructors during this time, utilizing your current grant funds.** Your institution or organization may require that essential or task performing critical functioning staff stay connected with the organization over this period of time. That is an individual institution or organization's decision.

In addition, please note that the upcoming Adult Education Administrator's Meeting scheduled for April 14-15, 2020 has been postponed. We will share more information regarding the new meeting dates at a later time. The Adult Education Advisory Council virtual meeting scheduled for March 19, 2020 is also cancelled and it will be rescheduled at a later date.

ICCB staff will be scheduling a conference call with Adult Education Administrators on Monday to answer any programmatic questions. An email will be forthcoming. We ask that if you have questions, please feel free to email me at: Jennifer.Foster@illinois.gov and cc: Kathy Olesen-Tracy at Kathy.Olesen-Tracey@illinois.gov.

For information and resources regarding the Coronavirus, refer to the following:

- U.S Department of Education: <https://www.ed.gov/coronavirus>
- Illinois Department of Public Health: <http://dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/coronavirus>
- Centers for Disease Control and Prevention: <https://www.cdc.gov/coronavirus/2019-ncov/summary.html>