



March 13, 2020

Dear Vendor or Partner:

The dynamic situation related to the spread of Coronavirus (Covid-19) has led the Maria College community to put into place best practice measures that are prudent to continue to keep our Maria College community safe and to slow the spread of the virus. **We are asking our vendors and partners to please keep us informed of any Covid-19 developments related to your business sites or employees.**

There are currently no confirmed cases of Covid-19 within the Maria College community, and we are continuing to monitor this evolving situation closely.

Maria College's task force on Coronavirus meets daily to update and assess the situation. We have been in consultation with the State of New York, the Commission on Independent Colleges and Universities (CICU), and our peer institutions in the region. This approach is consistent with that being taken at similar institutions of higher education. In relation to clinical sites or fieldwork placements for our academic programs, the College is monitoring guidance issued by the State Education Department.

Maria College is committed to maintaining open lines of communication with your organization. In addition to daily updates, posted to our official platform [www.mariacollege.edu/coronavirus](http://www.mariacollege.edu/coronavirus), we intend to notify the wider community if we learn of individuals within the Maria community who test positive for Covid-19.

We will inform you, in as timely manner as possible, if a reporting individual has direct ties to your organization and will advise that the reporting individual follow your protocols for notification in an effort to maintain confidentiality. It is requested that you, in turn, do the same.

If you are made aware of any individuals who test positive for Covid-19 that have interactions with the Maria College community, please notify us in as timely manner of a possible.

Reports related to students can be made to Andrew Ledoux, Associate Vice President for Student Affairs, at [dledoux@mariacollege.edu](mailto:dledoux@mariacollege.edu).

Reports related to nursing clinicals should be made to Laurie Carbo-Porter at [lcarbo-porter@mariacollege.edu](mailto:lcarbo-porter@mariacollege.edu)

Reports related to OTA fieldwork should be made to Carla Theimer at [ctheimer@mariacollege.edu](mailto:ctheimer@mariacollege.edu)

*700 New Scotland Avenue, Albany, NY 12208*

*Phone: 518-438-3111 • Fax: 518-438-7170 • [mariacollege.edu](http://mariacollege.edu)*

# MARIA

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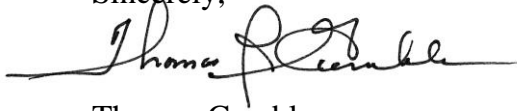
Reports related to internships should be made to [rcella@mariacollege.edu](mailto:rcella@mariacollege.edu) and [pbyrne@mariacollege.edu](mailto:pbyrne@mariacollege.edu)

Reports related to contractors working on campus and vendors should be made to Joel Nudi, Vice President for Administration, at [jnudi@mariacollege.edu](mailto:jnudi@mariacollege.edu).

These efforts will allow us, within the College and at your organization, to support impacted individuals and others.

Thank you for your continued cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read "Thomas Gamble", written over a horizontal line.

Thomas Gamble  
President

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