



March 11, 2020

The health and safety of Reach students, faculty, staff and the larger community are paramount for the institution. Today, Reach is announcing a set of actions designed to help limit the coronavirus (COVID-19) risk. **There are no confirmed cases at the Reach Institute at this time;** however, as regional, national, and global public health recommendations shift to include mitigation of transmission, Reach is proactively taking steps that will help to protect the community.

These changes are effective starting Thursday, March 12th, and will remain in place through Friday, March 27th. A decision on what will happen on March 28th and beyond will be communicated at a later date, based on the latest coronavirus information at that time.

Instructions:

- The Reach Office (located at 1221 Preservation Park Way, Suite 100, Oakland, CA) will be closed to regular business between March 12-27th. Send an email to the appropriate Reach employee; if you don't know who this is, please use our info@reachinst.org address to be routed to the appropriate personnel. Alternatively, you can leave a message on our office phone (510.501.5075).
- Reach is following the example of other local universities which have taken measures to limit in-person gatherings:
 - All in-person seminars will be conducted in a virtual format (students will receive communication from their instructor as to how to continue to participate in these learning engagements).
 - All in-person coaching sessions will likewise move to a virtual or phone format. Arrangements will be made between the coach and candidate as to how to best proceed.
- Information Sessions for interested candidates in our educational programs will be held virtually until further notice. Access the following links for the upcoming [Instructional Leadership Academy \(ILA\)](#) and [Intern Teacher Program](#) virtual Info Sessions.

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Reach Institute for School Leadership