

THEOLOGICAL EDUCATION BY EXTENSION COLLEGE

COVID-19 UPDATE

Monday, March 16th

The email circulated to students last week comes into immediate effect following the President's implementation of the National Disaster Management Act on Sunday night. (a copy of the earlier message is below). The College's offices will close this week and staff will continue to work remotely.

TEE College is a distance-mode institution and many of our processes and communications are already handled remotely. Switching to remote working will ensure that staff are not needlessly exposed to the current pandemic. The academic programme will continue as outlined in the earlier communication.

Please note that there are to be no walk-in visits as the College prepares to switch to working remotely, the only exceptions being where appointments have already been made.

The College will continue to post updates to the College website – www.tee.co.za – its Facebook page, and on the switchboard message service.

We encourage students to heed the President's message and to act in concert with their local communities to curtail the current spread of infection. Keep safe, don't panic, and exercise care for yourself as well as for others through common sense and the basic guidelines we have been given.

In the face of uncertainty and fear there is the opportunity to express comfort and share God's grace as we place ourselves and our country in God's care.

TEE College Staff

Communication to students

Friday, March 13th

Our news headlines and social media are full of stories about COVID19 and the coronavirus pandemic. We currently see this mostly in other parts of the world, but it will impact closer to home in the coming weeks and months.

Most countries are using the strategy of stopping movement / travel and requiring institutions and venues to close. At some point this will likely happen in Johannesburg, which is where the College's offices are based.

As a distance-mode institution TEE College will continue to operate even if staff are not all physically located at the College offices. The academic year will continue, but do note the following:

- Please do continue with your academic work.
- If you need to contact your marker, do so as indicated on your Confirmation of Registration letter.
- If you participate in a study group then contact your group leader / tutor before attempting to meet up.

- Submit your assignments before the due dates using the submission options described in the programme Yearbook – although there will be no longer be an option for local students to drop off assignments at the College!
- Send general queries to the College using the – **admin@teec.co.za** – email address (it will continue to be monitored during any closure).
- Do be aware that emails to other College staff addresses will not be responded to immediately, and once staff return there will be a backlog to process.
- Send financial queries to the College using the – **finance@teec.co.za** – email address (it will continue to be monitored during any closure).
- Do respond to any debit-order related communications.
- If making additional payments please do so through normal banking services, forwarding copies of transactions to finance@teec.co.za.
- Library services will not be able to continue during any closure, so please request any library items sooner rather than later.
- Do not phone the College during any closure (there will be a voice message indicating that the College is closed with an approximate date of when staff expect to return).
- Local students are discouraged from visiting the College in person.

While a disease of this nature is cause for concern, there is no need to panic. Common sense and basic hygiene are effective tools in combating the acceleration of infection. As Christians we are also examples of hope to others – to our families, in our places of work and worship, and to our neighbours and communities.

Below is a link to an online resource that helpfully explores and explains issues around the current pandemic. It refers to the American Centre for Disease Control (the CDC). In South Africa the contact number to use is: 0800 029 999.

<https://go.articulate.com/Xrt00NH1I200AxRbn02eYH0>

We continue to pray for the safety of all people, particularly those who will experience hardship as a result of the measures taken to combat this virus. May you be healthy and safe together with those for whom you care.
