

# Email to Employees from President Parker

## COVID-19 Update

Colleagues,

The one constant in this situation is change. This evening, the Minnesota State Chancellor shared that Spring Break for Students will now be extended until March 29, with classes resuming March 30. See the **update** in the original email below that I sent this afternoon.

Thank you for your patience during this unprecedented time.

Appreciatively,

Dr. Annette Parker  
President

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**From:** SCC President's Office  
**Sent:** Sunday, March 15, 2020 3:09 PM  
**To:** SCC-Campus-Faculty <[AllFaculty@southcentral.edu](mailto:AllFaculty@southcentral.edu)>; SCC-Campus-Staff <[AllStaff@southcentral.edu](mailto:AllStaff@southcentral.edu)>  
**Subject:** COVID-19 Update

Colleagues,

The past 12 hours have brought a number of developments related to the COVID-19 pandemic and its impact on our college and students.

As a reminder, all faculty and staff are expected to report to South Central College **tomorrow**. Faculty are to report at 8 a.m. and staff should report at their regularly scheduled start time. See exceptions in the first three bullets below. While on campus, practice Social Distancing in your office and through your interactions (see below for more information on Social Distancing). This is a fluid situation, and as things progress, we will continue to provide you with updated information. **Following are details we have received over the past several days:**

- **NEW! K-12 Schools:** Today Governor Walz announced that all public schools in Minnesota will begin closing starting on Monday, Tuesday, or Wednesday of this week, with the closure continuing through **March 27**. Check with your local school district for details on the closing of your children's school. If you are unable to report to work, due to the closing of your children's school, please contact your Dean or Supervisor.
- **NEW! Returning to Campus After Travel:** The Centers for Disease Control and Prevention (CDC) has updated their Travel Information. Most countries in Europe have now been designated along with China, Iran, and South Korea at Level 3 (Warning, Avoid Nonessential Travel). The rest of the world, including the United States, has now been designated at Level 2 (Practice Enhanced Precautions). For complete details on what this means for you and our students, please take the time to review the following [Guidelines](#). If you need to self-quarantine or stay at home to monitor your health based on these guidelines, please notify your Dean, Supervisor and/or Human Resources.

- **At-Risk Populations:** We want to be sensitive to employees who are more at risk of having severe complications if they contact COVID-19. Please review the [Minnesota Department of Health Recommendations](#) for At-Risk individuals, and contact your Dean, Supervisor and/or Human Resources if you feel you are unable to report to work.
- **Work Expectations:** While classes will not be in session between March 16 - ~~22~~ **29**, faculty and staff are expected to complete 40 hours of work to prepare for the resumption of classes on March ~~23~~ **30** and carry out all of their professional responsibilities.
- **Working from Home:** SCC has an approved [Telework Procedure](#), which provides basic guidance for employees working from home. Using this guidance, we will work with individuals on a case-by-case basis as the situation further develops. For additional information, please visit the [Minnesota Management and Budget](#) website.
- **Social Distancing:** All employees are encouraged to practice social distancing. This means staying out of crowded places, avoiding group gatherings, and maintaining distance (approximately 6 feet) from others when possible. For meetings, please consider using Zoom. In addition, the Minnesota State Chancellor recently announced that all college and university events or gatherings with more than 100 attendees are cancelled until May 1, at which time the situation will be re-evaluated. In addition, we will be asking all students to contact us before stopping into campus this coming week. Adjustments to individual work spaces to accommodate social distancing, may be requested by submitting a Fix-It Request.
- **Future College Related Travel:** Due to growing concern regarding COVID-19, on February 28, Minnesota State suspended all school and business-related international travel. On March 12, Minnesota State expanded this suspension to out-of-state business travel for students, faculty, and staff, effective March 16. The policy does not apply to personal travel outside of the U.S., but only to trips organized or sanctioned by the 37 colleges and universities of Minnesota State. The planned education abroad trip to South Africa in May has been cancelled, and we are working with the individual participants on reimbursement and rescheduling options.
- **Prevention:** All faculty and staff are encouraged to heed the guidance of the [Centers for Disease Control and Prevention \(CDC\)](#) and [Minnesota Department of Health](#) to help prevent the spread of the disease. In particular, it is important to stay at home when you are sick, cover your cough, and practice good hand hygiene. SCC is also following the CDC Guidelines for facility operations.
- **Mental Health, Stress and Anxiety:** This is a stressful time for all of us. We encourage you to take advantage of mental health and other support services, including the [CDC-Managing Stress and Anxiety Resources](#) and [MMB Employee Assistance Program](#)

Again, I will hold an online informational briefing on **Monday, March 16 from Noon – 1 p.m.** to provide additional information and updates. Please see the attached connection information.

[Dr. Annette Parker](#)  
President