



Wednesday, March 11, 2020

Dear Campus Community,

As coronavirus (COVID-19) has continued to spread around the world and even in our own state, it is challenging us in different ways. It is impacting our day-to-day lives on multiple levels and many of us are concerned for loved ones who are high risk or immunocompromised. These are extraordinary times, different from what any of us have experienced before, and it is critical that we take steps to support and protect one another.

We have been closely monitoring the local circumstances surrounding COVID-19 and we want to assure you that **no CSUSM employees or students are reported to have COVID-19.**

However, as many of you know, there are a growing number of educational institutions moving to remote instruction not only in our own region but across the country. In the interest of proactively minimizing future community spread, we would like to share how we are modifying the delivery of university instruction:

Effective Friday, March 20:

- Instruction at CSUSM and CSUSM at Temecula will be conducted remotely.
- The campus will not be closed, however expect reduced operations as staff implement flexible, hybrid or rotating work schedules, such as telecommuting.

Effective Monday, March 16 through Thursday, March 19:

- There will be no face-to-face class sessions at CSUSM and CSUSM at Temecula during this four-day transitional period. Courses currently offered online will continue as usual.
- CSUSM faculty and staff will use these days to begin transitioning to remote instruction and ensuring continuity of critical services and operations.
- Faculty can choose to start teaching remotely before these dates, to the extent possible and feasible under the circumstances.
- Spring break will take place as scheduled, Monday, March 30-Saturday, April 3 (campus will be closed in observance of César Chávez Day on Tuesday, March 31).
- **Throughout this time, all faculty, staff and student employees will continue to be paid.**
- All CSUSM-sponsored events between now and April 30 are canceled. Future communications will address events currently scheduled for May.

- We are committed to holding [Commencement 2020](#), and hope to host it as currently scheduled. We know the importance of this milestone – it would only be rescheduled for safety considerations.

These changes will remain in effect through the conclusion of the spring semester. We will continue to share timely updates and post information on our [COVID-19 Response website](#). General questions can continue to be directed to tocovid@csusm.edu.

We understand that these measures will cause significant disruption and inconvenience to the campus community. However, we want you to know that they have been carefully made based on our guiding principles; most importantly, ensuring the health and safety of our campus community. We also are firmly committed to continuing to support CSUSM's educational mission and the success of our students, so they remain on track toward earning their degree.

To our students, our faculty and staff will be working with purpose to help you continue your path toward your degree. Thank you for your patience while faculty determine next steps in this transition. They will be communicating more information in the coming days. In addition:

- Portions of Kellogg Library will remain open to students needing space to study or access to technology. Additional cleaning precautions and distancing between study stations will be implemented to mitigate risks.
- Students living in campus housing (The QUAD and UVA) will receive a separate communication by Thursday evening, March 12, regarding leasing options for the remainder of the semester.
- If you feel ill with a fever, cough, and/or shortness of breath, please call your medical provider or [Student Health and Counseling Services](#) at 760-750-4915 and ask to speak to a nurse or medical provider for further guidance.
- Students may also request assistance by contacting the [Cougar Care Network](#) at ccn@csusm.edu or 760-750-7627.

To our faculty, we know this is a tremendous challenge to face in the middle of the semester. We are committed to helping you in this transition and ensuring you have the right tools to be successful. Academic Affairs is coordinating additional resources and communications to assist you, including:

- IITS [trainings and tutorials](#) to help faculty transition courses to a virtual instruction model that adheres to accessibility standards.
- Faculty should work with their department chairs and deans to evaluate any essential technology needs and/or other special accommodations that are required.
- Resources are also available for instructional faculty on the [Keep Teaching](#) web page.
- Faculty Affairs may also be a resource to you. Please contact them at 760-750-8820.

To our staff, across every division, we appreciate all the hard work you are doing through these unique and unprecedented times.

- Managers will work with staff to ensure flexibility as we work through this challenging time.
- Staff or managers with questions may reach out to the Office of Human Resources at 760-750-4418.
- CSUSM Corporation employees may contact CSUSM Corporation Human Resources at 760-750-4707.

We've heard concerns from many of you about the health status of campus-affiliated individuals. Out of an abundance of caution, three CSUSM students are in precautionary self-quarantine following domestic travel to an impacted area. In addition, employees and students who have recently traveled internationally are in precautionary self-quarantine. In all instances, none of these individuals are reporting any symptoms.

According to CSUSM Medical Director Dr. James Chun and local health officials, the risk to the CSUSM community remains very low. If there is a confirmed COVID-19 case at CSUSM, the campus community will be immediately notified as we work closely with health agencies to make additional notifications and take appropriate action.

We know how difficult this moment is in our history – this is not how we expected Spring 2020 would unfold. In our meetings today with faculty, staff and students, it was clear that we are all in this together – we are a resilient and caring campus. We deeply appreciate the work of so many faculty, staff and students who are rising to the challenge to keep our community safe and healthy, and our students on the path to success.

Sincerely,
Ellen Neufeldt
President

Ranjeeta Basu
Interim Provost and Vice President for Academic Affairs