



**March 10, 2019**

Dear CSUSM Students, Faculty and Staff,

Like so many of you, we are following local, national and global reports of Coronavirus Disease 2019 (COVID-19) and considering the many ways in which it may impact our campus and the health and well-being of those around us. These past few weeks have been a powerful reminder of just how connected we are to one another, and how important our choices are today to determine our options tomorrow.

We know this has been a challenging time and we are grateful for the advice and expertise many of you have shared and for the care and respect you are continuing to demonstrate toward each other, our students and our community members. We continue to work together, focusing on the safety and well-being of our entire community as we support our educational mission and students' success.

We are continuing to follow the guidelines of the CDC, California Department of Public Health, and San Diego and Riverside County Departments of Public Health. **We want you to know that no CSUSM employees or students are reported to have COVID-19.**

At this time, CSUSM classes will continue to be held in person. However, we are going to monitor this situation, and should anything change we will communicate an update. Faculty and staff will receive a communication today with more information about preparing for instructional and workplace continuity.

We know many large universities have announced that they are temporarily suspending in-person classes and moving to virtual instruction based on their unique circumstances and under the guidance of health officials. However, at this time, **risk to CSUSM is considered very low.**

Given that this is a rapidly evolving situation, the campus has activated its Emergency Operations Center and is preparing for contingencies.

*Below are updates and guidance effective immediately.*

### **Community Well-being**

Students, faculty and staff who may be immunocompromised and at greater risk for contracting COVID-19 should adhere to the following:

- **Students** may request assistance by contacting the [Cougar Care Network](#) at [ccn@csusm.edu](mailto:ccn@csusm.edu) or 760-750-7627.
- **Faculty and staff** may utilize campus resources to limit their exposure through, for example, remote work. All employees can contact the [Office of Human Resources](#) for guidance at [hr@csusm.edu](mailto:hr@csusm.edu) or 760-750-4418.

As a reminder, all students, faculty and staff must stay home and away from classes and work if they have a fever and/or symptoms of a respiratory illness. Please inform your instructor or supervisor if that is the case.

Please follow the previously issued recommendations about preventative hygiene, including washing your hands often with soap and water for at least 20 seconds, avoiding touching your face with unwashed hands, and cleaning and disinfecting shared surfaces and objects that are touched frequently.

### **Travel: CSUSM Sponsored and Personal**

Travel can increase the risks of exposure to you and the community. Government travel restrictions and public health measures are changing rapidly. The Chancellor's Office has released new travel guidance, as follows:

#### **International**

- All University-sponsored international travel is prohibited.
- All personal international travel is strongly discouraged

### **Domestic**

- All University-sponsored non-essential domestic air travel is prohibited.
- We strongly urge extreme caution and judgment for your personal domestic travel.
- We strongly encourage you to consider alternative methods to communicate and hold meetings that require your audience to travel, such as teleconferencing.

Future travel planned for beyond May 31, including summer and fall 2020, will be determined as the COVID-19 situation evolves.

Requests for exceptions to travel should be reviewed by your vice president and then forwarded to the President's Office for final approval.

Please be cautious in making personal travel choices. In addition to the spread of the virus itself, travel restrictions can change at any time, and you may encounter difficulties returning or be requested to self-quarantine based on where you travel to or through.

You may check the latest [CDC Traveler's Health Notices](#) and the [WHO Information for Travel Page](#) for the latest guidance and recommendations for each destination to be visited before you depart.

For safety reasons, we recommend that staff inform their supervisor or Human Resources ([hr@csusm.edu](mailto:hr@csusm.edu) or 760-750-4418) of personal international travel destinations and update emergency contact information before traveling. We ask that faculty inform their dean before traveling internationally.

### **University-sponsored Events**

At this time, we are planning to suspend most university-sponsored large events until further notice. This week, that includes Super STEM Saturday.

We are reviewing all planned large events and will communicate to the event organizer regarding the event's status. If you have questions about a large event that you are planning, please contact Katy Rees, Associate Vice President of Administration, at (760) 750-4947 or [katyz@csusm.edu](mailto:katyz@csusm.edu).

CSUSM athletic events will continue as scheduled; however, events will now be "fan-less," meaning there should be no fans at the events.

### **Check Websites for Updates and Information**

As this situation continues to evolve and additional plans are made, we are committed to communicating regularly with the campus community as needed. The best source for up-to-date information is <https://www.csusm.edu/incident/>.

Finally, as we move through this challenge together, it's vital that we live our values of diversity and inclusive excellence. We value all members of our community and stand united against bias and stereotyping. Most importantly, we know we all will work to maintain our commitment to fostering a welcoming and inclusive campus.

We are grateful for all those who have been leading the effort – we know many have been working tirelessly to help our campus prepare and respond to COVID-19. Thank you for your flexibility and for all that you are doing to support our campus and each other.

Sincerely,  
Ellen Neufeldt  
President

Ranjeeta Basu  
Interim Provost and Vice President for Academic Affairs