

OFFICE OF THE PRESIDENT

March 13, 2020

Dear Harris-Stowe Community:

In recent days, we have been spending much time confronting the issue of coronavirus (COVID-19) response and preparedness. We are grateful that the University does not have any known COVID-19 cases among its campus community at this time, and we take our role in protecting the health and safety of our students, faculty and staff seriously. That is our highest priority.

The University will also extend its spring break for students until Monday, March 23rd, after which time all classes will be delivered in an online format through the end of the spring semester.

This situation is fluid, and we will continue to monitor and carefully follow government and health authorities to ensure we are prepared and putting people first. The University is taking a measured response to mitigate risk and have made the decisions detailed in the attached *Harris-Stowe State University Interim Policies on Travel, Events and Visitors*, effective Friday, March 13th.

While we cannot predict how this situation will evolve, you have my commitment that we will continue to communicate to the community with updates on what we know, what we do not know and what we are doing.

We are asking students, faculty and staff to remain vigilant in practicing the recommended precautions as issued by the CDC to help stem the spread of COVID-19.

At Harris-Stowe, we are thoroughly committed to meeting to the greatest extent possible the needs of a student population that is diverse in age, culture, ethnicity and experiential backgrounds. We will not lose sight of this as we wade through, together, these uncharted waters. We will be sending regular communications to students, faculty and staff. All updates will be available online at www.hssu.edu/c19.

Sincerely,

A handwritten signature in black ink, appearing to read "Dwayne Smith".

Dwayne Smith, PhD
Interim President

Harris-Stowe State University Interim Policies on Travel, Events and Visitors Effective March 13, 2020

Effective as of March 13, 2020, the following policies are in place for all Harris-Stowe State University students, faculty and staff. These policies will be in effect until further notice.

Classes and Online Instruction

Harris-Stowe State University will extend its spring break for students until Monday, March 23, after which time all instruction will be moved to an online format. **Classes can be accessed through our online portal, MyHSSU.edu and will begin at 8:00 a.m. on Monday, March 23.**

One campus computer lab will remain open. IT Services has made a limited number of laptop computers available for student who do not have access to a computer at home, the local library or on the HSSU campus. They will be loaned on a first-come, first-served basis. Students, faculty or staff who need technical assistance with accessing campus resources should contact the IT Services HelpDesk at helpdesk@hssu.edu or (314) 340-3327.

Campus

The Harris-Stowe campus will remain open; all University offices, the library and support services will continue to be staffed and faculty members will be instructed by their academic departments on how to proceed during the week. All recreational facilities will be closed.

Athletics

All intercollegiate athletic competitions have been cancelled. The Athletics Department will post any changes on their website at www.hornetsathletics.com.

Faculty and Staff

Faculty will be provided with online training and resources in preparation for the shift to an online format. Additional information is forthcoming and will be provided by the Office of Academic Affairs.

Staff will also be provided with online training in the event the campus will need to close.

Employees who are ill are instructed to stay at home. Please notify your leader and the Office of Human Resources if you become ill. You may be required to remain home for a period (up to 14 days) and obtain a note from your physician before returning to work. If you are feeling ill, please be mindful of the health of your peers and our students. Do not delay a visit to your doctor or urgent care facility for an assessment and if in doubt, please stay home.

Housing

University housing will remain open and continue to fully support those students that have already been approved for special accommodations for the original Spring Break period. Students have received correspondence from Residential Life via email regarding special accommodations. The department will continue to review submitted petitions of extreme

circumstances on a case-by-case basis. If you have, any questions please feel free to contact the Department of Residential Life & Housing at reslife@hssu.edu or (314) 340-5053.

Student Workers

Students who are part of the Federal Work Study program will not be permitted to report to work, and will not be paid. More information will be forthcoming from the Office of Financial Assistance.

Travel

All non-essential domestic and international university-sponsored domestic travel beyond the St. Louis metropolitan area is suspended until April 30, 2020. This includes any non-essential travel connected to university activities or programs for faculty, staff and students, whether the trip is funded by the University, an external grant or other sources. Request to engage in essential travel must be approved by the interim president or provost.

Students, faculty and staff planning or who have engaged in personal international or domestic travel should be mindful of the spread of COVID-19 and continually monitor the list of locations with an elevated risk of COVID-19 exposure. Anyone traveling to these areas should share their travel plans with their immediate supervisor and may be required to remain home for a period (up to 14 days) and obtain a note from their physician before returning to work.

All study abroad programs, college tours and recruitment trips are suspended.

University Events

At this time, all university events are canceled until further notice to adhere to the Centers for Disease Control and Prevention (CDC) recommendation for social distancing. The University Events Coordinator will be personally reaching out to individuals and groups who have planned events.

Visitors

Visitors, whether they are exhibiting symptoms or not, who have been in a location with an elevated risk of COVID-19 exposure within the past 14 days, are not allowed to visit campus. In addition, visitors who have had direct contact or suspected exposure with someone with a confirmed case of COVID-19 are not allowed on campus.

William L. Clay Early Childhood Development Center

The William L. Clay Early Childhood Development Center (ECDC) will remain open. Parents and guardians will be notified directly in the event of a closure. Any parent or guardian who has traveled to a location with an elevated risk of COVID-19 exposure within the past 14 days, will not be permitted into the Center.