

## Important information for employees regarding COVID-19 (Coronavirus)

A senior administrative team consisting of Kit Foley (Vice President of Student Life), David Rehm (Vice President of Academic Affairs), Mark VanEtten (Vice President of Finance and Administration), and Bob Zavada (Director of Campus Safety/Emergency Response and Preparedness) continue to monitor all developments regarding the progress of COVID-19, the coronavirus. We will communicate regularly until such point as we deem such frequent updates to be no longer needed.

**In the past several days and over the next several days, the following steps have been/will be taken to better prepare the campus:**

- Sanitizing all residence halls, classrooms, and other common areas which are difficult to clean when campus is full. This is being done during the week of March 2-March 8. This process will continue each week following as long the Coronavirus remains a risk.
- Inspection of campus buildings and facilities confirming the location and functionality of all hand sanitizing dispensers. Determining the most effective locations that additional units need to be added or where individual bottles can be distributed.
- Urging all employees to properly wash hands – 20 seconds (2 times singing “Happy Birthday”) with soap. (Water does not need to run the entire time.) See the CDC site – When and How to Wash Your Hands: <https://www.cdc.gov/handwashing/when-how-handwashing.html>  
Informational flyers to be posted in restrooms and other areas.
- Communicating with all employees and students to alert them to relevant health protocols.

**The following health protocols should be observed by all:**

- Wipe down work areas with Clorox wipes
- Wherever possible, use hand sanitizer
- Observe 6-foot rule (keep a healthy distance from others when possible)
- Cough into elbow
- If ill, please seek immediate treatment from your primary care physician; ~~please~~ **DO NOT WAIT**. *If you are exhibiting symptoms of the virus (shortness of breath, fever, and coughing), make sure to call your primary care physician before going to see them.*
- If you have a fever, you will be sent home. You must be fever free for 24 hours (without relying on medicine) before returning to campus
- No employee should come to campus with a fever; employees should observe the same protocol as if they had been sent home.

We will continue communications as appropriate.

Sincerely,

Kit Foley, David Rehm, Mark VanEtten, Bob Zavada