

# *Seminole State College*

March 19, 2020

Dear Members of the SSC Community,

We are continuing to monitor and react to the quickly-changing landscape created by the Coronavirus (COVID-19) pandemic. I know that each of you are facing personal challenges in dealing with the far-reaching issues that are arising out of this crisis. I urge you to TAKE SUGGESTED PRECAUTIONS, PRACTICE SOCIAL DISTANCING and STAY HOME as much as possible. Please know that you are in my thoughts and prayers.

I wanted to update you on several developments and announcements regarding Seminole State College's response to COVID-19.

- Following the conclusion of Spring Break, the SSC Campus will open to provide core services on Monday, March 23, 2020. At this time, offices will be open from 8 a.m. to 4 p.m., with no extended hours scheduled. In areas of campus operations where it is possible, employees will be allowed to tele-commute from home. This may involve rotating staff to work certain days, or allowing use of Administrative Leave normally reserved for school closings on inclement weather days. Supervisors, in coordination with area Vice Presidents, will be asked to work with employees in their areas to fairly and efficiently plan necessary coverage, while trying to limit the number of people on campus. If you will be working from home during this time, it is expected that you will answer phone calls and respond to emails in a timely fashion during the work day. Director of Information Technology Marc Hunter will be sending an email to employees with details about how remote coverage can be handled. We realize this is a complicated endeavor. The assistance, cooperation and patience of all affected will be essential in making this plan work.
- We will continue to offer classes through alternative technology delivery methods until further notice. We are hopeful that we may be able to resume face-to-face instruction on Monday, April 6, 2020, but understand that may not be prudent. Faculty and students should watch for updates regarding class plans on the SSC website at [www.sscok.edu](http://www.sscok.edu), as well as through direct email communications.
- Any employee, or student, who is diagnosed with COVID-19, or is exposed to anyone who tests positive for the virus, should inform the President's office immediately. Calls may be made to 405-382-9200 or 405-380-8981, or email [l.reynolds@sscok.edu](mailto:l.reynolds@sscok.edu).
- We will have two computer labs in the David L. Boren Library open on campus with precautions taken for spacing and limiting the number of students to ten. Extra efforts will be made to sanitize those areas frequently. This service is being provided **specifically** for students WITHOUT computer access. Students who need to bring children with them to a computer lab may do so by appointment only. Such arrangements may be made by emailing Dr. Linda Goeller ([l.goeller@sscok.edu](mailto:l.goeller@sscok.edu)) or Robin Crawford ([r.crawford@sscok.edu](mailto:r.crawford@sscok.edu))

- Guidelines regarding employment issues and payment of student work-study students and other student workers have been issued by the federal government. Our Financial Aid Office will be providing guidance to our campus in this area. Watch for communications with more details from that office. Specific questions may be directed to Director of Financial Assistance Melanie Rinehart at [m.rinehart@sscok.edu](mailto:m.rinehart@sscok.edu).
- All events and meetings, involving 10 or more people, will be cancelled immediately until further notice. (*Outside groups renting the facility will be refunded any down payments, or given the option to reschedule.*)
- The Raymond Harber Field House will be shut down immediately for student and public access and a deep cleaning of the facility will commence. An outside company has been contracted to provide sanitizing services to supplement our efforts to clean public access areas of campus.
- Since the NJCAA has suspended all Spring sports, athletes will be instructed to remain at home following Spring Break and not return to the residence halls. The possible need for us to house and feed other students, including international students, is currently being evaluated.
- Great Western Dining will be asked to cover whatever student needs we have, and may decide to offer some limited services for employees. All food service will be “take out” or “grab and go” options.
- In an effort to address the needs of our campus community (both students and employees), the SSC Food Pantry will be open during hours posted on the SSC website. Additionally, should someone have a need to access the pantry at another time, he or she may contact Vice President for Student Affairs Dr. Bill Knowles by email at [b.knowles@sscok.edu](mailto:b.knowles@sscok.edu).

I want to thank the faculty of Seminole State College who are working diligently to develop course delivery methods to our students. This is a time-consuming and often technically-challenging effort. The faculty has been amazing – developing their own courses and offering help to other instructors.

Special thanks to our leadership team for thoughtfully and purposefully working through various scenarios and institutional challenges over the past week. I also appreciate the support and encouragement demonstrated by our dedicated and caring Board of Regents.

This is a very fluid situation. Please watch for further updates on our response. May we all continue to work together to ensure the protection and well-being of our students and employees as we navigate through this unprecedented event.

Best Wishes,

***Lana Reynolds***

President, Seminole State College