



Rodney A. Ellis, Ed.D.  
Chancellor



## Office of the Chancellor

Friday, March 27, 2020

Dear SUSLA Community,

Since yesterday, March 26, 2020, we have learned that there are two (2) additional positive cases of COVID-19 (coronavirus) that affects our University community. These cases pertain to a full-time instructor and a full-time staff member. We ask that you keep these individuals and their families in your thoughts and prayers.

SUSLA continues to take proactive steps to respond to and minimize your threat of exposure. All facilities have been deep cleaned and sanitized consistently throughout each day. Additionally, SUSLA will be providing extra cleaning to those spaces known to have been recently visited by these individuals. Our University administration continues to support electronic learning platforms for students, along with remote work environments for employees, which align with the social distancing mandates of both local and state agencies. In-person classes were cancelled on March 16. SUSLA had no known threats reported at that time. Posters, flyers and electronic notifications noting CDC safety guidelines have been distributed consistently to students, faculty and staff.

If you display symptoms or think you have been exposed to the Coronavirus, please follow the CDC Coronavirus guidelines ([cdc.gov/coronavirus](http://cdc.gov/coronavirus)) and seek medical help. **The University emphasizes the CDC directives regarding those who have possibly been in contact with someone diagnosed with COVID-19:**

- Self-quarantine and self-monitor for symptoms for up to 14 days
  - According to the CDC, symptoms may include fever, cough, shortness of breath or respiratory symptoms
- If symptoms are present at any time, self-isolate and contact a healthcare professional immediately.
- Let your healthcare professional know that there has been exposure to someone with COVID-19 so that you can be tested if warranted.

All individuals, regardless of contact with someone with COVID-19, should continue to follow CDC guidelines to decrease the chances of contracting and spreading the virus:

- Wash your hands with soap and water for at least 20 seconds.
- When soap and water are not available, use hand sanitizer with at least 60 percent alcohol.
- Avoid touching your eyes, nose and mouth.
- Avoid close contact with people who are sick.
- Cover your cough or sneezes with tissue, then throw the tissue in the trash.
- Cough into your elbow.
- Allow at least 6 feet of space between you and other people.
- Clean and disinfect frequently touched objects and surfaces.

All SUSLA employees who have initiated testing, or have tested positive, are asked to self-report by completing the **Incident Report Form and the Employee Return to work Travel Exposure Screening Questionnaire** at <http://www.susla.edu/subhome/145>. We will continue to operate in the spirit of transparency, factual reporting, resiliency, and respect. For updates on the coronavirus, visit <http://www.susla.edu/subhome/145>. If you have additional questions, please contact Human Resources Director, Wayne Bryant at [whbryant@susla.edu](mailto:whbryant@susla.edu).

Respectfully submitted,

Rodney A. Ellis, Ed.D.