

Tuesday, March 10, 2020
SUBJECT: Update on COVID-19

Dear Chancellor's Office Colleagues,

Last Wednesday I provided information to you on the COVID-19 virus, and I wanted to provide a brief update today.

Since my email to you of last week, three people in Long Beach are believed to have contracted the coronavirus after testing positive for the respiratory disease, marking the first cases reported in the city. While this is a small number, and there are no COVID-19 cases in the Chancellor's Office, it is still important that we all be cautious and continue to exercise diligence to prevent the possible transmission of the virus.

New Travel Guidance

We have recently developed guidelines on university travel and university events, and those documents will be posted to the Chancellor's Office website. While some of what is in those documents pertain to campus events and classes, the principles of curtailing international and non-essential domestic travel are applicable to Chancellor's Office staff.

Effective immediately Chancellor's Office staff will suspend all international and non-essential domestic travel from now through May 31, 2020. If you have questions about what is considered essential vs. non-essential travel, please consult with your supervisor or manager. Exceptions to this guidance may only be granted by your Vice Chancellor. Future travel, including summer and fall 2020, will be determined as the COVID-19 situation evolves.

New Event Guidance

Absent any confirmed case of infection by COVID-19 in the Chancellor's Office, small to medium size meetings (less than 50) may continue as planned. Each planned event or meeting should be evaluated on a case-by-case basis to determine whether it should continue as scheduled, moved to a video conference, or be cancelled. Larger events or meetings should be reviewed to determine whether alternative means, such as using Zoom video conferencing, is a viable alternative. This is a time when hosting activities that require people to congregate, particularly large or communal events, needs to be evaluated.

Campuses Implementing Alternative Instruction

As of this morning, San Francisco State and San Jose State have suspended in-person instruction for several days to prepare to move to alternative instructional formats. Please see announcement links below for SFSU and SJSU. Other campuses are monitoring their local public health situations and will consult with the Chancellor if a similar action is warranted.

SFSU: <https://news.sfsu.edu/coronavirus>

SJSU: <http://blogs.sjsu.edu/newsroom/2020/updates-on-novel-coronavirus-outbreak/>

Additional Measures

The Chancellor's Office considers the health and safety of our staff a top priority and will continue to monitor the situation. And we will continue to consult with the City of Long Beach, the Los Angeles County Department of Public Health, to stay informed about developments of the spread of the virus.

Our wonderful facilities team has taken great care to enhance the safety of the Chancellor's Office by implementing the following additional measures:

- Installing approximately 80 new portable hand sanitizer stations in or near conference rooms, break rooms, restrooms, stairwells, and hallways.
- Ensuring all existing hand sanitizer dispensers throughout the CO work areas are well stocked.
- Ensuring soap dispensers in every restroom are filled and water temperature at sinks are at the proper temperature.
- Wiping down all door handles and elevator call buttons with sanitizing wipes every morning and every evening.
- Training our custodial and maintenance staff on the latest CDC protocols for maintaining healthy workspaces.

As a reminder, the same common-sense precautions to prevent the spread of all infectious diseases remain important, including:

Stay home when sick

- Seek medical attention if required and follow doctor's orders.

Use "respiratory etiquette" and standard hygiene practices

- Cover cough with a tissue or sleeve. See CDC's Cover Your Cough page:(<https://www.cdc.gov/flu/prevent/actions-prevent-flu.htm>).
- Wash hands often with soap and water for 20 seconds. Use an alcohol-based hand sanitizer if soap and water are not on hand.
- Avoid touching your eyes, nose, and mouth.
- Limit close contact and sharing cups or utensils with people who are sick.

For further information on the Coronavirus, please refer to the [Chancellor's Office website](#) containing Frequently Asked Questions and resources. More information about taking precautionary measures and latest information about COVID-19 can be found on the [CDC's website](#).

As I mentioned last week, if this situation has you feeling overwhelmed, you may contact LifeMatters, the [Employee Assistance Program](#) at (800) 367-7474. For any other personnel-related questions, please contact Kristy Hawman, Sr. Director of HR Services at extension 4049.

Finally, I want to thank all the amazing staff at the Chancellor's Office who have been such a valuable resource to our campuses and to each other as we navigate through these challenging circumstances.

Sincerely,
Steve Relyea
Executive Vice Chancellor and
Chief Financial Officer