



March 13, 2020

Dear SOWELA Family,

In order to help ensure the health and safety of our students and employees and others with whom they come in contact, SOWELA is suspending all non-essential, college-related travel and face-to-face meetings beginning March 16<sup>th</sup> until further notice. Please note the following:

**Essential travel and meetings are defined as necessary or required for you to execute your job responsibilities AND/OR cannot be conducted electronically. More specifically:**

- **For Students:** Student travel outside of the classroom, lab, or other learning environment is considered non-essential.
- **For Staff:** Staff travel is considered non-essential except when accompanying students on approved (see 4<sup>th</sup> bullet) essential travel or when not traveling will cause harm to the operations of the college.
- **For Faculty:** Faculty travel is defined as travel for academic credit or noncredit that is necessary to meet a graduation requirement based upon current operations (e.g. a campus/site is not closed.)
- **For All Travelers:** If employees have questions about whether specific proposed travel is essential, or are seeking approval to engage in essential travel, they should first confer with their supervisor. Supervisors may recommend an employee's travel as essential to the responsible Vice Chancellor/Executive Director. If approved at that level, the request will then be sent to the Chancellor, who will make the final determination.

The Business Office will work directly with employees who currently have approved travel arrangements.

**All meetings are to use remote technology methods when feasible.**

- Communicate one-on-one with a simple phone call or use instant messaging or video chat.
- Communicate with groups by setting up a conference call using [Cisco WebEx](#) or the [Cisco WebEx Meetings Mobile App](#).
- Use [Flying Tiger Portal](#) to create, edit, share, and collaborate on online documents.

If you need assistance with any of these features, please contact IT and they will walk you through it.

**Additional travel-related and other directives applicable to state employees - Governor Edward's Proclamation Number 25 JBE 2020-Public Health Emergency – COVID-19**

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- State employees intending to travel internationally for personal reasons are to notify their supervisor and Human Resources Director of the travel as soon as possible, but in no event later than 48 hours prior to travel, and immediately upon return to the United States.
- State employees with household members who intend to travel or have traveled to areas designated as Warning Level 2 or Level 3 or above are to notify their supervisor and Human Resources Director of the travel as soon as possible, but in no event later than 48 hours prior to the household member's departure and are to state the household member's expected date of return. The state employee is also to notify their supervisor and Human Resources Director immediately upon the household member's actual return to the United States.
- All state employees shall notify their supervisor and Human Resources Director if the employee or a household member develops symptoms associated with COVID-19.

We continue to update SOWELA's Covid-19 information page <https://www.sowela.edu/student-life/student-services/health-center/coronavirus/> and encourage you to use it to access the most recent SOWELA, LCTCS, State, and CDC information.

If you have any questions, please contact your supervisor or the appropriate ELT member.

Thank you,



Neil Aspinwall  
Chancellor