



Dear SOWELA Family,

I am writing to assure you that SOWELA leadership is closely monitoring the evolving global and domestic situation related to the Novel Coronavirus (COVID-19).

Because the safety and health of our employees and students are the College's primary concern, I have convened a workgroup to prepare for the possibility of an impact on our community and our College. SOWELA has created a [COVID-19 Informational Page](#) and it will be frequently updated to ensure that you are adequately informed. The SOWELA COVID-19 information page also includes a CDC Fact Sheet about COVID-19 that provides useful facts about the disease.

In the coming days, you may also receive communications from various departments and individuals concerning COVID-19. I ask that you pay careful attention to emails, College social media accounts, and the COVID-19 informational page so that you can provide any required responses promptly and/or take requested actions as appropriate.

The immediate health risk to the SOWELA community is considered low and, therefore, no changes have been made to any classes, campus activities, events, or operations at this time. Because the potential public health threat posed by COVID-19 globally is high and the threat in the U.S. is increasing, the risk to our College community may change. The COVID-19 workgroup will meet on a regular basis to ensure we are prepared should emergency cancellations or restrictions on activities become necessary. The workgroup is also reviewing instructional and business continuity plans and preparing for the possibility that alternative means of doing business or providing instruction to our students may be required. These reviews include, but are not limited to, all instructional and business activities, information technology, facilities management, and communications.

Several basic steps that all of us can take to help prevent the spread of both flu and COVID-19 are to cover our coughs, wash our hands often and well, and stay home when we are sick.

Several ways you can ensure that you are up to date on this changing situation are to:

1. Regularly check the [COVID-19 Informational Page](#) on the SOWELA website
2. Pay close attention to emails and notices related to this situation
3. When you receive the invitation to update your Smart Notice (ECN/Code Red) information, ensure that your contact information is correct.

Thank you for all you do for SOWELA and for your help in doing all we can to ensure the health and safety of our SOWELA community.

Thank you,

A handwritten signature in black ink, appearing to read "Neil Aspinwall", written in a cursive style.

Neil Aspinwall
Chancellor