



March 20, 2020

Good Afternoon Everyone,

I hope you are doing well and taking care of yourself and your family. I don't think any of us could have imagined that within the short span of just a few weeks, our entire world would be so dramatically changed by the Coronavirus. I encourage you to remain positive and continue to focus on the most important thing which is the health and welling being of yourself and your family. SOWELA will continue to implement new and alternate instructional/work methods that will keep the institution functioning and moving in the right direction until this crisis passes.

Beginning **Monday, March 23, 2020**, SOWELA will begin to operate totally remote and all physical campuses (Lake Charles, Jennings, Oakdale) will be closed. All classes that can be moved to an on-line format will restart. Classes that cannot operate through an on-line format will be postponed until further notice. Once the physical campuses are reopened, students whose classes were postponed will be given the opportunity to continue and complete those classes. The campuses will be closed to everyone except a few essential personnel. Employees who are able to perform their work remotely will do so in order to continue the essential operations of the College and so that students and employees are provided with necessary support services. Your supervisor will reach out to you early next week to discuss the telecommuting expectations for your position. You will also soon be receiving instructions from HR about how to report your payroll and leave from this point forward.

I would like to reassure you that SOWELA will continue to support our employees throughout this entire ordeal. I know this virus gives everyone great cause to worry about many things; however, I would like to put your mind at ease about one thing and that is your pay. SOWELA is committed to ensuring that your compensation continues regardless of the operational level of the campuses. I look forward to our campuses and communities returning to normal and SOWELA continuing the reputation of being the best community college in Louisiana.

Please don't hesitate to contact me or your respective Executive Leadership Team member by email or text whenever you have questions or concerns. I am reminded of an inspirational quote:

This Too Shall Pass
When things are bad, remember:
It won't always be this way.
Take one day at a time.

When things are good, remember:
It won't always be this way.
Enjoy every great moment.

Thanks for all you do and I look forward to seeing all of you back on each campus very soon,

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

Neil