



March 17, 2020

Good Afternoon Everyone,

I hope you are doing well in light of the current circumstances regarding the Corona Virus. I would like to provide some updates on our plans for the upcoming weeks.

1. Essential personnel will report back to campus on **Wednesday, March 18, 2020**. However, we are adhering to the rule of not allowing more than 10 people to gather in one place at a time. Therefore, only personnel deemed essential by their respective Executive Leadership Team (ELT) member will be allowed/expected to report to campus. In some instances, essential personnel may have to adhere to a flexible/alternate/shift-type schedule to keep within the 10-person rule. Please contact your supervisor if you are unsure if you are to report to campus or telecommute from home.
2. We will restart our instructional process on **Monday, March 23, 2020**. All classes that are conducive will be transitioned to an on-line format. Faculty should work with their immediate supervisor and/or Dean to determine exactly how this process will be implemented.
3. Training for faculty moving their courses to an on-line format will begin on Wednesday **March 18, 2020**. Roy Bertucci sent an email out today (Tuesday) detailing the logistics for this training.
4. We have officially approved and adopted an interim Telecommuting Policy which will take effect on **Wednesday, March 18, 2020** and remain in effect through **April 12, 2020**. The policy states:

### *Policy Statement*

#### ***I. Purpose and Scope***

*On March 11, 2020, Governor John Bel Edwards issued Proclamation Number JBE 2020-25 declaring a Public Health Emergency as a result of COVID-19. On March 16, 2020, Governor Edwards issued Proclamation Number JBE 2020-30 providing additional restrictive measures in an effort to slow the transmission and spread of COVID-19. These restrictions include limitations on the number of people authorized to gather in a single location and a requirement that all state agencies provide for attendance at meetings via teleconference or video conference. This order of the Governor is in effect through April 12, 2020.*

*During this period, SOWELA will remain open; however, all employees will work remotely from home to the extent possible.*

*Therefore, in an effort to ensure the health, safety and welfare of the faculty, staff and students of SOWELA Technical Community College, as well as the community it serves, and to ensure compliance with the directives set forth by the Governor, SOWELA is adopting this temporary telecommuting policy and related guidelines effective March 18, 2020 and it will remain in effect through April 12, 2020 unless terminated sooner or extended for an additional period of time.*

## **II. Applicability**

*This policy applies to all employees at all sites of SOWELA. All supervisors and employees should be familiar with the contents of this policy and its supporting guidelines.*

## **III. Policy**

- 1. All faculty and staff shall, for the period of March 17, 2020 through April 12, 2020, work remotely from their homes unless a supervisor requests or directs a member of the faculty or staff to report to their regular work domicile for the limited purpose of performing a task(s) which may not be accomplished remotely and which is necessary for the ongoing operation of SOWELA Technical Community College.*
- 2. Every reasonable effort shall be made to provide faculty and staff with the necessary resources and guidance for them to successfully carry out their job functions remotely and to maintain a continuity of operations at SOWELA Technical Community College.*
- 3. All individuals working remotely shall be accessible and available by phone and email during normal business hours. Individuals must provide their supervisor with a working phone number where they may be reached. Phone calls and/or emails should be answered or returned promptly.*
- 4. No gathering at SOWELA Technical Community College shall exceed 10 individuals in a single location while performing tasks.*
- 5. Any member of the faculty or staff requested or directed to report to their regular work domicile who believes that they are at a heightened risk; have been exposed to the virus; or may be experiencing, or have a household member experiencing, symptoms relative to COVID-19 shall immediately make a request to the Human Resources Department to be relieved of the request or directive and such request will be addressed by the Office of the Chancellor. An order by the employee's primary health care provider restricting their duties shall automatically relieve the employee of the request or directive.*

As we all know, these are very uncertain times and I will try to keep you updated as much and as soon as possible concerning the plans we have put in place to keep the business of SOWELA on track. I encourage you to continue to follow the guidelines issued by the state health agencies so you and your family can remain healthy. I greatly appreciate your patience as we work through these upcoming weeks.



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