

Dear Faculty and Staff,

Right now, I am sure you are all concerned about the COVID-19 coronavirus and its impact on your everyday lives. We are all feeling the stress and anxiety that comes with having our daily, routine decisions upended in such swift and dramatic fashion.

I want to assure you that State Fair Community College understands this and is committed to your safety and wellbeing. It is for this reason that the COVID-19 Planning Committee was formed and why so many dedicated individuals have committed their time to make decisions that ensure your protection.

This afternoon, the Planning Committee met and decided the following:

Beginning March 30, all remaining instruction for the spring 2020 semester will be taught online or will use alternative delivery methods.

Effective March 23, 2020, all SFCC locations will be closed to the public until further notice.

Employees will be able to work from home. Some employees may work from campus if they choose but must maintain [CDC recommended guidelines](#) for social distancing and precautions, such as thoroughly [washing hands](#), [covering coughs and sneezes](#), and [maintaining clean surfaces](#). Supervisors will work with employees to establish work efforts.

Employees **who traveled out of the country during spring break** should self-isolate at home for 14 days. It is strongly recommended that Individuals [who meet the following conditions](#), talk with their supervisors and work from home and remain off campus when possible:

1. Over age 60
2. Chronic health issues
3. Pregnant
4. Immuno-compromised.
5. Family for which you are caring who have any of the above factors.

Effective immediately, student residents who are not currently staying in campus housing are not to return to campus. This means if students left the campus housing for spring break, they will not be allowed to move back in. Those students will be contacted by the Director of Student Life to schedule a checkout date and time.

Student residents who are currently in campus housing will be asked to leave the campus housing at their earliest convenience through proper checkout methods. Those students will be contacted by the Director of Student Life to schedule a checkout date and time.

For resident students who have obtained formal approval from the Director of Student Life to remain in student housing for the remainder of the spring semester, food services will continue

in a capacity that respects social distancing and promotes safe health. Community gatherings, including social dining, will be prohibited.

The SFCC Business Office will pro-rate housing costs (room and board) to any student who leaves the Residence Hall, effective their last day and upon successful completion of the check-out process.

Student employees, including work-study are not to report to work but will be paid for scheduled hours through March 31. Future employment will be communicated by supervisors.

All remaining spring 2020 events, including commencement ceremonies, are canceled. If possible, we will have a graduation celebration, or make plans to include spring graduates in later ceremonies or pinnings.

Decisions such as these were not taken lightly and required weeks of meetings and hours of deliberation from the members of the Planning Committee. Their hard work and guidance are a testament to their commitment to your safety. Please continue to monitor these actions at www.sfccmo.edu/COVID-19.

However, the committee's work is not done, as this pandemic is far from over. This team will continue to meet and monitor the coronavirus, and we will continue our efforts to create a safe environment. I want to thank the Planning Committee for their choices and recommendations, and I want to thank you for your understanding and patience through this difficult time. I am confident that we will all get through this together and come out with a stronger community.

Because ultimately, it's about community.

Sincerely,

Dr. Joanna Anderson, President
State Fair Community College