

Email to Employees from President Parker

Coronavirus Disease 2019 (COVID-19)

February 28, 2020

Colleagues,

While at this time, the risk of becoming infected with the Coronavirus (COVID-19) is low, as this outbreak continues to evolve, we understand that you and our students may have questions.

First and foremost, we want you to know we are monitoring the situation and will take the steps necessary to protect our students and employees. We will continue to modify our plan of action, based on new events.

Following are guidelines you can use at this time:

- Stay at home when sick and encourage students to do the same.
- Be vigilant with [coughing and sneezing hygiene](#) and [hand washing](#) practices to help you stay healthy.
- Offer flexibility to students, co-workers and employees who report to you when they are sick, expressing symptoms of respiratory issues, or care for a family member.
- Recognize that anyone in the U.S. who has not traveled to China or been in contact with someone confirmed or suspected to have COVID-19 in the last 14 days at low risk of becoming sick with the virus.
- Continue to promote SCC's welcoming culture, which in this case means avoiding actions and language against anyone based on race, ethnicity, or religion based on the origins of COVID-19.
- Access the information available on the [Minnesota Department of Health \(MDH\) Website](#) from MDH, the Centers for Disease Control and the State Department on the disease, travel and more. The MDH website also has a page with specific [Guidance for Schools](#).

Again, we will continue manage our plan, in alignment with Minnesota State Board Policy [1A.10](#) and Procedure [1A.10.1](#) for Long-Term Emergency Management and Procedure [5.19.3](#) for Travel Management, with more information provided to you as necessary. **Attached is an email that will go out to students today as well.**

Appreciatively,

Dr. Annette Parker
President