



March 16, 2020

Dear Members of the University Community,

This afternoon Governor Tom Wolf announced additional measures to stem the spread of COVID-19. Among these steps was the decision to close all non-essential businesses. We have received clarification from the Pennsylvania Department of Education that colleges and universities are included in this category.

Working with Cabinet, we had already begun steps to transition as many employees as possible to telecommuting as part of our ongoing efforts to reduce the number of people on campus. Members of Cabinet have also updated the listing of essential staff needed to address the current situation.

**Effective at 4:30 p.m. tomorrow, Tuesday, March 17, the University campus will close until further notice. The University will continue operations remotely with classes beginning on March 30 as previously announced.** Beginning Wednesday, March 18, only essential staff should report to campus as directed. Other staff should transition to remote work whenever possible as per direction from their immediate supervisors. Please speak to your supervisor for further clarity about your specific situation.

Faculty and staff will still have access to your offices while campus is closed, but we ask that you work remotely as much as possible. Deans will work with faculty to identify essential personnel to help maintain laboratories.

To avoid any immediate loss of pay as a result of campus closure, the University will continue to pay regularly scheduled hourly and salaried staff their full regular wages through April 14, 2020. We will continue to monitor conditions and will provide further information about campus operations as we move forward.

Additional information is available at [www.scranton.edu/COVID-19](http://www.scranton.edu/COVID-19).

Sincerely,

Jeff Gingerich, Ph.D.  
Provost/Senior Vice President for Academic Affairs