



March 20, 2020

Dear Members of the University Community,

As part of the University's ongoing response to COVID-19, we want to keep you informed while not overwhelming you with information. Beginning today, **we will send regular updates on Monday and Friday of each week**, and the President or other members of Cabinet will send special messages only when absolutely necessary.

Updated COVID-19 Website: www.scranton.edu/covid-19 We redesigned the University's COVID-19 website, adding information to answer the most commonly asked questions for students, faculty and staff. The website also features status updates and a repository of all related communications.

Recap of Key Information and Communications

- Following guidance from Pennsylvania Gov. Tom Wolf on Monday, March 16, the University [announced that campus would close indefinitely](#). **Further guidance from Gov. Wolf on Thursday is leading the University to restrict campus access even more with additional staff transitioning to online work when possible. If you have not already done so, faculty and staff should collect items absolutely necessary from your office this weekend in case we must increase restrictions.** The University will continue operations remotely.
- Father Pilarz reflected on the decision in a [video to the campus community](#).
- Administrators shared information on Monday with [staff](#) and [Tuesday](#) and [today](#) with faculty and to help answer questions about the University's response.
- Offices across campus working remotely are providing uninterrupted services to students, faculty, and staff. For example:
 - Center for Teaching & Learning Excellence service and support, including regular tutoring appointments.
 - Center for Career Development assistance with career guidance and internships.
 - Information Technology will continue to provide support to our community as staff work remotely during the campus closure.
 - The [Counseling Center](#) will provide mental health services remotely for the purpose of routine follow-ups, support, consultation, or assistance. Existing scheduled appointments will now be conducted remotely.

- After thoughtful deliberation, the Landmark Conference, has made the difficult decision to cancel the league's spring sports seasons and respective championship events. Dave Martin, Executive Director of Athletics, shared his thoughts in a [video to students athletes](#) and the community
- Members of the faculty continue to prepare for the start of remote learning on March 30, supporting each other and getting training and support from their deans' offices, CTLE and Information Technology.

Updates

- **Extended Spring Break:** As with any break, students are only permitted in their residence halls during extended spring break with [permission from the Office of Residence Life](#). Limited Dining Service will be available, take out only, through the extended spring break for students approved to be on campus and for essential employees.
- **Employee Time Entry:** Non-exempt staff should report their time, including overtime and any leave used, to their immediate supervisor regardless of whether they worked remotely or not. Supervisors should share leave time used with Michael Kaub, Payroll Manager at michael.kaub2@scranton.edu. Exempt staff should use the my.scranton portal to record personal, sick, or vacation time used.
- **Building Access:** All information regarding building access and the dining services schedule can be found under [University Operations on our COVID-19 website](#).

You should expect your next regular update on Monday morning.

Have a great weekend.

Sincerely,

Robert W. Davis, Jr., Ed.D.
Vice President for Student Life

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

Patricia Tetreault
Vice President from Human Resources