



June 8, 2020

Dear Members of the University Community,

Beginning in June, **the University will begin to send regular updates once per week on Mondays.** Other notices will be sent by the President, other members of Cabinet or members of the University community when necessary.

**Get Up-to-date Information at [www.scranton.edu/covid-19](http://www.scranton.edu/covid-19).**

#### **Key Information and Communications**

- University President Scott R. Pilarz, S.J., will send to the University community **synopses of the February, March and May meetings of the Board of Trustees.**
- Last week, Father Pilarz sent a message to faculty and staff regarding **the impact on the campus regarding Lackawanna County's move to the yellow phase,** which will start the gradual, safe reopening of campus.
- Jeff Gingerich, Ph.D., Provost/Senior Vice President for Academic Affairs, provided additional details to faculty and staff regarding the gradual **reopening of campus which will limit staff on campus through to June 22.** The gradual reopening includes:
  - **Facilities Operations:** Beginning on Monday, June 8, Facilities Operations staff will return to campus in steadily increasing numbers to undertake the following essential tasks:
    - deep cleaning all campus, academic administrative and residential buildings;
    - regular summer repairs and maintenance;
    - essential campus maintenance and improvement projects; and
    - installation of protective shields and other safety measures.
  - **Information Technology staff** will return to begin essential maintenance and upgrades to our campus technology infrastructure.
  - **University Police** will increase staffing on shifts.

- A limited number of faculty will be granted **access to laboratories** to resume campus-based research. Faculty members and any necessary students will be authorized access through their respective dean.
- University departments are preparing plans for **additional staff to gradually return to campus after June 22** following social distancing guidelines.

## Updates

- Students who have completed their degree requirements and fulfilled all obligations to the University will have their **diplomas mailed to their official mailing address** on June 15th. When shipped, the USPS tracking number will be emailed to each student's [scranton.edu](mailto:scranton.edu) email address. Questions regarding diplomas may be directed to [registrar@scranton.edu](mailto:registrar@scranton.edu).
- **Academic regalia will be mailed to undergraduate students** who indicated they planned to attend the May commencement ceremony on June 10th via USPS. As mentioned in previous communications, COVID-related shipping problems encountered by our supplier delayed the packaging and arrival of undergraduate regalia. We are sorry for the delay and greatly appreciate your understanding and patience.
- The University's production partner has confirmed that all **celebratory yard signs ordered for graduating students** were mailed in late May through the U.S. Postal Service. While most have been delivered, some have not yet arrived. We apologize for the mailing delay and continue to work with the Postal Service to complete all deliveries.
- **Time restrictions (8 a.m. to noon) for administrative access to remote desktops have been removed.** The remote desktop environment (available at [remote.scranton.edu](http://remote.scranton.edu)) provides access to a wide variety of University software from your own device, such as the H:\ and G:\ network drives. Information Technology has been monitoring its usage closely, and have determined that the administrative access to this environment can be removed at this time, while still ensuring that students and faculty can continue to use this service. [Review remote access information and instruction](#). Note: Access to remote requires a Duo push. [View video instructions](#).
- **Zoom support drop-in and topic-specific workshops** are on hold for the summer. IT plans on resuming Zoom sessions before the start of the fall semester. For continued support with Zoom, please contact the Technology Support Center. Visit the IT website for [daily hours of operation](#).
  - Phone: (570) 941-4357 When leaving a phone message, make sure to leave your name, phone number and a description of your problem, so our team may assist you.
  - Email: [techsupport@scranton.edu](mailto:techsupport@scranton.edu)
  - Enter a ticket in Royal IT Support (authentication required).

**You should expect your next regular update on Monday, June 15.**

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 for Human Resources