

April 29, 2020 Update

Dear Colleagues,

Throughout the University's response to the COVID-19 pandemic, employees and students have been told that if they are feeling unwell, they ought to stay home. As part of our ongoing commitment to the safety and well-being of our University community, we are asking your collaboration in completing a Daily Health Assessment each day you plan to come to campus. The instrument will be sent each morning to your @LSSU.edu email address. It consists of four items and takes as little as one minute to complete. Responses will be monitored by your supervisor and Human Resources on a daily basis.

Responses will be saved and will be affiliated with your LSSU email address each time you complete the form. There is no anticipated direct adverse effect for not completing the Daily Health Assessment, but it is meant to support the safety and well-being of the University community. For example, in the case of a positive testing on the campus, responses given on this Daily Health Assessment may be helpful to the Health Department in contact tracing, which we know to be a critical part of the local, state, and national response to COVID-19.

We are grateful for your collaboration and understanding in working through the extraordinary needs brought about by this pandemic.

Sincerely,

Wendy Beach

Director of HR, Risk and Safety
Title IX Coordinator

April 26, 2020 Update

Dear Colleagues,

Governor Whitmer issued **Executive Order 2020-59** on Friday, April 24, 2020, and it went into immediate effect. I encourage each of you to read the order in its entirety and do your part to adhere to it through its end date of Friday, May 15, 2020.

A new guideline in this update states that individuals must wear a covering over one's nose and mouth—such as a homemade mask, scarf, bandana, or handkerchief—when in any enclosed public space. LSSU is asking all those on-campus to adhere immediately to this guideline. Wearing masks will be required from April 26 onward, per the order.

- Employees: If you need a mask, please notify your supervisor and LSSU will provide one to you. If you prefer to make or provide your own mask that meets [CDC guidelines](#), you may do so.

This updated order continues many past practices and safeguards to mitigate the spread of COVID-19 including, but not limited to maintaining six feet of social distance, washing hands

frequently with soap and water, and prohibiting public gatherings of any size. Disinfect frequently touched surfaces including keyboards, mice, phones, door handles, tables, and desks. This order maintains that employees should conduct work remotely as previously determined. Employees should therefore continue the same schedule and work practice as under the previous order unless notified otherwise by their supervisor.

I want to thank all of you for your ongoing cooperation with the demands of the executive orders as they are issued. This is a difficult time in our lives and in our University's history; it calls on each of us to be at our best. We are in this together, and so together we will get through it.

Sincerely,

Rodney S. Hanley, Ph.D., President

April 24, 2020

Dear LSSU Community:

Governor Whitmer issued **Executive Order 2020-59** today, Friday, April 24, 2020, and it is in immediate effect. I encourage each of you to read the order in its entirety and do your part to adhere to it through its end date of Friday, May 15, 2020.

This updated order continues many past practices and safeguards to mitigate the spread of COVID-19 including, but not limited to, maintaining six feet of social distance, prohibition of public gatherings of any size, and conducting work remotely as previously determined. Employees should therefore continue the same schedule and work practice as under the previous order unless notified otherwise by their supervisor.

New guidelines in this update state that:

1. Effective Sunday, April 26, 2020: Individuals must wear a covering over one's nose and mouth—such as a homemade mask, scarf, bandana, or handkerchief—when in any enclosed public space.
 - Employees: If you need a mask, please notify your supervisor and LSSU will provide one to you. If you prefer to make or provide your own mask that meets [CDC guidelines](#), you may do so.
 - LSSU is asking all those on-campus to adhere immediately to this guideline, if possible. Wearing masks will be required from April 26 onward, per the order.
2. Travel restrictions have been reduced, allowing students to return to campus to retrieve personal belongings **according to appointments scheduled with the Housing Office** (separate email correspondence will follow).
 - **Please Note: Students arriving to campus without an appointment may be refused access to the residence halls.**

- **Students returning to retrieve belongings must wear a mask at all times in order to access the residence hall.**

I want to thank all of you for your ongoing cooperation with the demands of the executive orders as they are issued. This is a difficult time in our lives and in our University's history; it calls on each of us to be at our best. We are in this together, and so together we will get through it.

Sincerely,

Rodney S. Hanley, Ph.D.
President

April 17, 2020

Dear LSSU Community:

Today, Friday, April 17, 2020, the Chippewa County Health Department reported a confirmed case of COVID-19. The individual, an adult female, is not known to be affiliated with the University. Although some of you may already be reading this note from home, this case represents a reminder of the increasingly closer proximity of COVID-19 to the University. I encourage all Lakers to do their part in mitigating the spread of Coronavirus by following the above [CDC guidance](#) and Governor Whitmer's [Executive Order 2020-42](#).

Everyone should:

- Clean your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- Avoid touching your eyes, nose, and mouth, especially with unwashed hands.
- Keep six feet of distance between yourself and others. Avoid close contact, especially with those who are sick.
- Stay home as much as possible, canceling all nonessential travel.
- Cover your mouth and nose with a cloth face cover when around others. The cloth face cover is not a substitute for social distancing.
- Everyone should wear a cloth face cover when they have to go out in public, for example to the Quarterdeck, the grocery store, or to pick up other necessities.

I want to remind those students still on-campus of my previous message, in addition to the points above:

- Guests are prohibited in residence halls – this applies to past and current on-campus residents.
- Students may make one swipe per meal at Quarterdeck; they may not make multiple swipes for guests, even other Lakers.
- Hold each other to these expectations for your individual and collective well-being.

Please be safe, Lakers! We will get through this together.

Sincerely,

Rodney S. Hanley, Ph.D.
President

April 27, 2020

Dear LSSU Community,

Following Governor Whitmer's updated Stay Home, Stay Safe [Executive Order 2020-42](#) on April 9, 2020, I am writing to reiterate the need for **all Lakers** to shelter in-place and forego all nonessential travel through April 30, 2020.

To Lakers still on-campus: We are committed to keeping residence halls and dining service in operation for you. I need your full cooperation in meeting the following expectations and safety measures:

- Maintain social distance of six feet.
- Guests are prohibited in residence halls – this applies to past and current on-campus residents.
- Wear masks – even a homemade mask – when going to the Quarterdeck as an added safeguard for our Dining Services staff and your peers.
- Students may make one swipe per meal at Quarterdeck; they may not make multiple swipes for guests, even other Lakers.
- Hold each other to these expectations for your individual and collective well-being.

Those who are unable to meet these expectations may be removed from the residence hall.

To Lakers off-campus: Please stay in-place where you are. For the safety of the campus community and Sault Sainte Marie, cancel any plan to return to campus until Gov. Whitmer's executive order expires.

- If you have left your belongings in a residence hall, they can remain there undisturbed. I have instructed Public Safety not to grant access to students to residence halls who have been confirmed as not actively residing on-campus in these past three weeks. I ask the cooperation of all on-campus students to observe this safety measure.
- If you have come back to Sault Sainte Marie for belongings in an off-campus residence, please do not return to campus to visit friends or dine on-campus.

I know these requests are difficult. Having limits imposed on our movement is inherently frustrating. Nonetheless, given the extraordinary risk COVID-19 poses to all of us, we must individually do what we can to mitigate spread of the virus. We must hold ourselves and each other accountable and persist in adhering to required safety precautions, for our individual and collective long-term well-being and safety.

We are in this together and we will see each other through these difficult times. Thank you.

Sincerely,

Rodney S. Hanley, Ph.D.

President

Urgent Request – Easter Travel

April 8, 2020

Dear LSSU Community,

I am writing with an urgent and sensitive request.

Members of the University student body and staff have expressed concerns that students still residing on-campus may have plans to join Easter celebrations this weekend at the homes of families and loved ones – potentially in areas affected by the COVID-19 pandemic – and return to campus afterward.

I absolutely share these concerns and I am asking that such plans be abandoned and that you stay in-place. If you insist on leaving to be with loved ones, I ask that in the interest of safety you not return to campus afterward.

I understand and honor the desire to be among loved ones at Easter. However, recall that Governor Whitmer's Executive Order against non-essential travel remains in effect through April 30, 2020. Also know that your actions could compromise the safety and well-being of our campus community and the entire Sault Ste. Marie area. Many students who have stayed on-campus have done so to avoid returning to areas affected by the pandemic, and I want to do all that I can to continue providing as safe an environment as possible.

I urge all LSSU community members to abide by the Governor's order to stay in-place. I recognize this may mean not being together for important religious and family traditions. I also recognize this may cause stress in an already stressful time, but the safety of all university students, faculty and staff is paramount. Thank you.

Sincerely,

Rodney S. Hanley, PhD., President

March 25 – Pass/Fail Grade Update

First and foremost, I would like to thank everyone for their continued patience and diligence during the transition to virtual classes. We understand that this transition may have affected some students adversely. Due to these extreme circumstances, **we are allowing students the option to select a Pass/Fail grade rather than a traditional grade (A-F) for Spring Semester 2020 courses.**

The Pass/Fail option is for the Spring Semester 2020 only and does not set a precedent for any future semesters. Changing to a Pass/Fail grading scale is optional; you can keep the traditional scale of A,B,C,D,F for your courses. In courses where students earn a Pass (P grade), that P

grade will meet the prerequisite grade needed for the next sequential course. For instance, a Pass in CHEM 115 will meet the CHEM 116 prerequisite, although transcripts would indicate a grade of Pass (P grade). **In courses where you need to earn a specific grade due to specialized accreditation requirements or national/state certification and/or exams (Paramedic Technology, Paramedic Training, Teacher Education, Nursing, Pre-Professional), you should not choose to go to the Pass/Fail grade option unless your dean advises you to do so.** All Culinary Arts courses will maintain the traditional A-F grading scale.

The use of the Pass (P) grade and the Fail (U) grade will work as follows:

- **Pass (P Grade):** Students will need to achieve a grade equal to a D- or better in the course(s). Pass grades do count in Earned Credits and Attempted Credits but do **not** count in the GPA.
- **Fail (U Grade):** Students not achieving a grade equal to a D- or better, would receive a Fail grade in the course(s). Fail grades do **not** count in Earned Credits or in the GPA. Fail grades do count in Attempted Credits.
- The use of the Pass/Fail option will not increase previous grades in GPA calculations for any course(s) you are retaking.

Students need to earn a 3.5 GPA and have 12 graded credits (A-F grading scale) to be eligible for the Dean's List for the semester. Courses taken as Pass/Fail will not be factored into the GPA calculation.

There will be a moratorium on academic dismissals resulting from Spring Semester 2020 grades. This will be effective for Spring Semester 2020 only. Students on academic probation who are at the step of academic dismissal will **not** be academically dismissed as of Spring Semester 2020 but will continue on probation. Students can still move from academic probation to good standing if Spring Semester 2020 grades permit. Again, this is only for Spring Semester 2020 and not a precedent for future semesters.

VA students will need to consult with the VA Certifying Official in the Registrar's Office (jmccallum1@lssu.edu) as changing to a Pass/Fail grade may impact VA benefits.

Currently, all universities are awaiting details of the impact, if any, on financial aid. More information should be forthcoming from the Department of Education within the week. If you have questions, please contact the Financial Aid Office (finaid@lssu.edu).

If you want to maintain the current grading scale of A-F, then no action is needed. If you want to change to the Pass/Fail grade, you will have until Friday, April 17th to declare the Pass/Fail option for your course(s). The Application to Complete Course as Pass/Fail Form needs to be completed, signed and emailed to the Registrar's Office (registrar@lssu.edu) by 11:59 pm EST, April 17th. You can take a picture of the signed form and email that to the Registrar's Office. Additionally, students can sign the form electronically and submit via their LSSU email. **There will be no appeals to change to Pass/Fail grade after April 17th.** The default after the April 17th due date will be the traditional letter grade system. Students still have the option to drop courses by April 24th.

We do understand that there are a number of individual circumstances that this decision may impact. Consult with your advisor prior to making any decision to elect the Pass/Fail option.

March 24 – Summer Classes Update

All Summer 2020 classes will be delivered online. Given the uncertainty that we are all facing, I believe it is important to make some firm decisions so that we can appropriately plan.

Students, I wanted to let you know that summer classes will be delivered online before you register for Fall 2020 classes so that you could consider what you might want to take this summer.

Words cannot express how impressed I am with how our university community is working together in a really tough situation. I am so proud of, and grateful for, how everyone has responded.

Managing Anxiety in Response to COVID-19

News of a widespread public health concern like COVID-19 (Coronavirus) can cause feelings of uncertainty and anxiety. LSSU students, like many students across the nation, are dealing with sudden changes to their regular schedules, and these developments can be stressful.

Everyone reacts differently to stressful situations, and the emotional impact of the coronavirus health crisis on a person can vary based on different factors. While increased anxiety is a normal response, it's important to know how to manage overwhelming anxiety, keep perspective as the situation unfolds, and maintain a positive outlook. Here are some tips and resources that may be helpful:

- **Avoid excessive exposure to media coverage of COVID-19.** Remain informed but rely on credible sources of information. The U.S. Centers for Disease Control (CDC) has a webpage dedicated to information on COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- **Focus on what you can control and structure your time.** Your schedule will be different but it's important to take care of your basic needs and keep up with your courses online. Eat well, sleep well, and establish a new schedule for your studies.
- **Stay connected.** If you know you have a tendency to isolate and feel down as a result, make certain you have planned times to connect with others. Share your concerns and how you are feeling with a friend or family member. Check your LSSU email and follow LSSU social media for timely updates and information.
- **Strengthen self-care.** Exercise regularly, spend time outside, practice mindfulness, and employ relaxation techniques. Create a list of self-care activities that you enjoy and incorporate them into your new routine.
- **Don't underestimate human resiliency.** Human minds are good at predicting the worst. But research shows that people tend to overestimate how badly they'll be affected by negative events and underestimate how well they'll cope with and adjust to difficult situations. It's important to maintain a sense of hope and positive thinking.
- **Seek additional help if needed.** If you are feeling overwhelmed with emotions such as sadness, depression, anxiety, or feel like wanting to harm yourself or others, multiple resources remain available and you shouldn't hesitate to reach out. You can reach **LSSU Counseling Services** during our regular business hours (Mon – Fri, 8 AM-

5 PM) via phone at 906-635-2752. You can reach **LSSU Health CARE Center** via phone at 906-635-2110. **LSSU Public Safety** is available 24/7 via phone at 906-635-2100. To reach the **National Suicide Prevention Lifeline**, call 1-800-273-8255. Text "START" to 741-741 to reach the **Crisis Text Line**.

Whether near or far, remember that you are a part of the Laker family. Know that we're all in this together, and you are not alone.

Adjusted Dining Hours

March 23 Update

Dear Students,

Governor Whitmer issued a new Executive Order yesterday, March 23, called, [Stay Home, Stay Safe](#). We encourage you to read the order in its entirety.

This order went into effect at midnight overnight and will remain in effect until Monday, April 13. In compliance with Gov. Whitmer's order, we must enact the following changes and need your cooperation:

- Guests are not permitted in the residence halls. This includes on campus residents from other locations.
- Mail delivery will take place on Tuesday and Friday. Packages will be available for pick up on Tuesday and Friday from 11:30 am – 1:30 pm in the Campus Life and Housing Office.
- NOTE WELL: If you have a **perishable package** coming in, please contact housing@lssu.edu and we will make arrangements for you to pick up the package.
- The Galley will be open today, Tuesday, March 24 from 11 am – 2 pm. After today, it will close until further notice.
- Due to low demand for breakfast, beginning Wednesday, March 25, breakfast will no longer be served in the Quarterdeck.

Instead, you will have the ability to order your breakfast the day before and pick it up during dinner hours.

During the [Stay Home, Stay Safe](#) Executive Order, the Campus Life and Housing Office will largely be working remotely. Please know that we are still here to support you. You can contact us by email or by leaving a message on our office phones and we will return your call. You can also send us a message through Facebook or Instagram (LSSUCampusLife).

March 16 Update

Per Governor Whitmer's March 16 directive, the Quarterdeck will move to grab and go as the only option beginning March 16th at lunch. The following changes will also take place to the dining structure.

Effective March 17:

- Galley breakfast will move to grab and go breakfast in the Quarterdeck from 7:30 am to 9 am
- Galley Convenience Store will adjust hours to 11 am to 7 pm

Thank you for your understanding as we modify our service to ensure our ability to meet your needs.

Please continue to check your email and the Coronavirus website (<https://www.lssu.edu/coronavirus/>) for updates.

March 12 Update

Dining Services will remain active during the period of suspended in-person classes with some schedule and service modifications. Please read the following carefully:

Effective Thursday, March 12, 2020 all stations in the Quarterdeck went to served stations, meaning they (including the salad bar) will be staffed to serve your food on a single-use plate.

Beginning dinner on March 12, 2020 all meals will be served in "to go" containers for you to grab your food and take it with you to your residence hall, in accordance with Gov. Whitmer's recommendations.

Effective Sunday, **March 15, 2020** we will adjust to the following hours for the dining facilities seen below:

- Weekend Hours – Quarterdeck
 - Brunch – 11:30 am to 1 pm
 - Dinner – 4:30 pm to 6 pm
- Weekday Hours – Quarterdeck
 - Lunch – 11:30 am to 1:30 pm
 - Dinner – 4 pm to 6 pm
- Galley Hours
 - Weekday Hours – 7:30 am to 7 pm
 - Weekday Breakfast Hours – 7:30 am to 9 am hot breakfast will be served
 - Weekend Hours – 12 pm to 7 pm (grill closed)
- Laker Cafe – Closed

We will be continuously evaluating and will make adjustments as needed. Please refer to your email and the website (<https://www.lssu.edu/coronavirus/>) for updates.

March 20, 2020

Dear LSSU Community:

As our University and world continue to adjust to the global pandemic, I want to keep you informed of our response plan to COVID-19. LSSU maintains student success at its core while working to keep our campus and community safe.

As I reflect on the week now largely behind us, I am grateful to – and for – each of you. Our faculty members have made a near-overnight transition from in-class to virtual teaching. Our staff have made similar shifts to ensure that technology, academic support services, programming, meal service, and facility cleaning and operation can continue with as little impact felt as possible. In fact, many services have been enhanced to meet current need. Our students have shown resilience and grit in their transition to a virtual classroom, and in light of changes in the way they build and experience community. All of these examples, along with countless unlisted others, demonstrate the extraordinary character of Lake Superior State University.

Several important decisions have been made. They include:

Courses: We will continue online/virtual learning through the Spring 2020 semester, including online/virtual final exams as originally scheduled during the week of April 27.

Labs/Senior Projects: Faculty will make every effort to complete labs and senior projects using an online/virtual format. Some labs will need to be completed face-to-face. In those cases, students will receive an Incomplete and will complete the lab at a later date.

Course Drop Date: Given the transition from face-to-face instruction to online, the drop date has been extended from March 27 to April 24. With this extension, students could drop a course until the last day of instruction, and receive an “N” grade on the transcript. An “N” will not count in Earned Credits and GPA which is important for financial aid.

The **Senior Research Symposium** scheduled for April 17 is canceled. Faculty members will have their students present their senior projects virtually.

Honors Convocation and Commencement: These events, scheduled for May 1st and 2nd, are postponed to a date to-be-determined, possibly mid- to late summer or fall. We want to celebrate and honor our graduates who have worked so hard to earn their degrees.

Campus Life, Residence Halls, & Dining: Our Residence Halls remain open and our dining service in operation, with continued modifications and enhanced safety precautions. Our Student Affairs professionals will be continuing to offer a wide variety of virtual programming to promoting the Laker experience.

In conclusion, we continue to urge social distancing and all preventative hygiene practices to mitigate the spread of COVID-19. Remember to make use of our University’s resources to stay in good health – academically, mentally, and physically. Even if the statement “We are here for you” now has a virtual tenor to it, it rings just true if not more so.

Please continue to monitor your LSSU email address and our University response website, www.lssu.edu/coronavirus, for critical updates and information.

Stay safe and stay well.

Sincerely,

Rodney S. Hanley, PhD., President

March 17, 2020

Dear Lakers:

This is an unprecedented time in the life of the University, our nation, and the world. Not since the Spanish Flu worldwide pandemic of 1918 has there been anything similar to what we are now experiencing. Not since the days after September 11, 2001 has there been such uncertainty about the future of the nation. We are working through a very challenging and stressful situation. All of us are adapting to a changing world faster than we ever dreamed, and faster than we would prefer.

More cases of COVID-19, the disease caused by the Coronavirus, are likely to be identified in the United States in the coming days, including more instances of community spread. The Centers for Disease Control and Prevention expect that widespread transmission of COVID-19 in the United States will occur. In the coming months, most of the U.S. population will likely be exposed to the virus.

Social distancing is the new practice we must incorporate into our daily routine. This is difficult because we are “hard wired” to be in community. It is especially difficult in a university where we all thrive in the marketplace and exchange of ideas. Whether attending a class where reasoned arguments are exchanged or having a casual conversation with friends, universities are places where ideas thrive and knowledge is learned. Now, a tiny virus with a diameter of 120 nanometers (or 0.000000472 inches and something that requires an electron microscope to see) is causing worldwide disruption and threatening our collective future.

We will all get through this challenge. Yes, it is stressful. Yes, it is disruptive. Yes, tomorrow seems uncertain. But, I am confident that as Lakers we will show our resilience. We will confront the challenges in front of us, and do so as a University community. We will do so with the grace, the dignity, and the elegance that define you and have defined previous generations of Lakers. You know, there are characteristics about Lakers I want to share with you: Lakers are people who do not fear the future; who will not hide in the face of adversity; and who will not shrink from our duty to confront this threat. As Lakers, we will persevere and overcome this threat. We will support each other. We will exemplify kindness and resilience in these trying times. We will add to the rich tradition that helped bring us to where we are and forge ahead into the future.

Join me in doing what is necessary to stop this virus. Simple things such as washing your hands frequently, avoiding gathering in groups, and restricting our travel are now our collective

responsibility. But I would also add it is important to be kind to others and to help those who are feeling stressed and anxious, especially older people. It is a time for Lakers to shine.

We can do this. We must do this. We will do this.

Best regards,

Rodney S. Hanley, Ph.D., President

March 11 Update

We want to keep you as informed as possible about the fluid situation caused by the Coronavirus (COVID-19), which the World Health Organization has labeled a pandemic.

Last night, cases of COVID-19 were confirmed in Oakland and Wayne counties in Michigan, representing the first two cases in our state. Yesterday, Governor Whitmer declared a State of Emergency around the Coronavirus in Michigan. We are monitoring the spread of the virus very closely and offer the following details as part of the university response plan:

Effective Monday, March 16, 2020, we are suspending all face-to-face instruction through at least Friday, April 17, 2020, and are moving to an online/virtual learning environment. The possibility of resuming classes is subject to ongoing evaluation by the University. The Provost, Dr. Lynn Gillette, will provide specific information to faculty members about instructional delivery later today. Students should be in contact with their instructors regarding course delivery. **Also, all students, faculty, and staff should check their LSSU email accounts regularly for updates.**

Residence halls and dining services will remain in operation.

Recreational use of the Norris Center is suspended until Friday, April 17, 2020.

Administrative offices and services on campus will continue normal operations. All employees of the University should report for work. As a precaution, the University is encouraging higher-risk employees to contact the Director of Human Resources to discuss potential accommodations for working remotely.

Effective immediately, March 11, 2020, through at least Friday, April 17, 2020, all international and domestic University-sponsored or endorsed travel by students, faculty, and staff is suspended, regardless of the funding source. Athletics events will follow NCAA and GLIAC guidelines and recommendations. Any essential travel must be approved by the Emergency Response Taskforce.

Visitors to Campus

Effective Monday, March 16, 2020, we are regrettably unable to welcome visitors to campus until at least Friday, April 17, 2020. Daily campus tours, information sessions, open houses, and visits are canceled. All conferences and events with attendees that are not LSSU faculty,

students, or staff are canceled or postponed. We ask students to refrain from inviting personal guests to campus during this time, with the exception of family members assisting with travel arrangements.

Employees with Symptoms or Potential Exposure

If you have been in contact with someone with COVID-19, please stay home and contact the Director of Human Resources **VIA PHONE at (906) 635-2213** for information about next steps. If you have symptoms of Coronavirus, please contact the LSSU Healthcare Center **VIA PHONE at (906) 635-2110** or your local healthcare provider, for information on next steps.

Students with Symptoms or Potential Exposure

If you have been in contact with someone with COVID-19, please stay home and contact the Dean of Student Affairs **VIA PHONE at (906) 635-2236** for information about next steps. If you have symptoms of Coronavirus, please contact the LSSU Healthcare Center **VIA PHONE at (906) 635-2110** or your local healthcare provider, for information on next steps.

Symptoms of COVID-19

According to the CDC, reported illnesses have ranged from mild symptoms to severe illness and death for confirmed COVID-19 cases. The following symptoms may appear 2-14 days after exposure:

- Fever
- Cough
- Shortness of breath

We are coordinating our response with the Michigan Department of Health and Human Services, and the Chippewa County Health Department. More information on cases in the US is available at: <https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>.

Preventative Measures

CDC recommends everyday preventative actions to mitigate the spread of respiratory diseases, including:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Follow CDC's recommendations for using a facemask.
- CDC does not recommend that people who are not sick wear a facemask to protect themselves from respiratory diseases, including COVID-19.
- Face Masks should be used by people who show symptoms of COVID-19 to help prevent the spread of the disease to others. The use of facemasks is also crucial for health workers and people who are taking care of someone in close settings (at home or in a health care facility).

- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
 - If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash your hands with soap and water even if they are not visibly dirty.
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March 8 Update

As a University, we want to keep you as informed as possible in the midst of a dynamic situation relative to the Coronavirus (COVID-19).

As you return from spring break, we encourage members of the LSSU community who have traveled internationally, to review the CDC and Department of State guidance for their destinations and report to the Dean of Students if they have traveled to a country with an advisory notice for more information. Exercise equal mindfulness if you have traveled domestically to areas that have confirmed cases of COVID-19. Reports can be made via email to deanofstudentaffairs@lssu.edu

As of today, the CDC is reporting 164 cases in the US, in 19 different states, with the majority of the cases in the state of Washington and California. There have been not cases reported in Michigan, although we expect it to arrive. We will work closely with the Michigan Department of Health and Human Services, and the Chippewa County Health Department if an outbreak were to occur. More information on case in the US can be found at the following link: <https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>.

Symptoms to Watch for:

Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed coronavirus disease 2019 (COVID-19) cases.

The following symptoms may appear 2-14 days after exposure.

- Fever
- Cough
- Shortness of breath

If you believe you have symptoms of coronavirus, please contact the LSSU Healthcare Center **VIA PHONE** at 906-635-2110 or War Memorial Hospital at 906-635-4460, for information on next steps.

CDC always recommends everyday preventive actions to help prevent the spread of respiratory diseases, including:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.

- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Follow CDC's recommendations for using a facemask.
- CDC does not recommend that people who are well wear a facemask to protect themselves from respiratory diseases, including COVID-19.
- Face masks should be used by people who show symptoms of COVID-19 to help prevent the spread of the disease to others. The use of facemasks is also crucial for health workers and people who are taking care of someone in close settings (at home or in a healthcare facility).
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. Believe it not, 69% of men and 35% of women don't wash their hands after using the bathroom according to a recent report.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.

Recently, both the Centers for Disease Control and Prevention (CDC) and the U.S. Department of State elevated travel warnings and advisories for Italy to a Level 3. The same advisories also have been issued for Iran. This move follows recent heightened travel warnings and advisories for both China and South Korea.

Effective immediately, we will not sponsor University travel by students, faculty and staff to China, South Korea, Italy and Iran. If and when other countries are designated with a heightened travel advisory, the University will cancel sponsored travel to those areas as well. You can stay updated on the list of those countries at the following site: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>.

We will keep you informed as this issue continues to evolve and as we respond in ways that ensure the health, safety and well-being of our community.

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March 15, 2020

We want to keep you as informed as possible about the fluid situation caused by the Coronavirus (COVID-19). Yesterday the State of Michigan announced twelve (12) more presumptive positive cases of COVID-19 and mandated closure of all K-12 schools from March 15, 2020 through April 5, 2020. Please review the following enhanced temporary workplace policies and guidance. This information may change as the situation evolves and more becomes known. Questions may be directed to the Human Resources Office.

LSSU's priorities in setting these workplace policies are to:

- Maintain a safe and healthy workplace, including minimizing the transmission of contagious disease;
- Sustain academic programs and operational continuity;

- Encourage an ethos of fairness, open communication, and concern for the wellbeing of our faculty, staff, and students.

Immediate Actions for Faculty and Staff

All faculty and staff are urged to take basic preventive measures to avoid exposure to or infection by the virus causing COVID-19. Please see the following link for CDC recommendations: <https://www.cdc.gov/coronavirus/2019-ncov/about/index.html>

Faculty and staff who show signs of illness should not report to work. According to the CDC symptoms can include:

- Fever
- Cough
- Shortness of Breath

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf>

Contact the Employee Assistance Program at 888-628-4824 for help with feelings of stress or anxiety about these events.

Enhanced Temporary LSSU Workplace Policies (effective 3/13/2020)

LSSU continues to place the highest priority on the health, safety and wellbeing of the campus community, while protecting the continuity of academic programs and essential functions. Until further notice, LSSU's workplace policies are being enhanced as follows. These policies will be revisited regularly. We will communicate any changes and you can find all information on our webpage: <https://www.lssu.edu/coronavirus/>

Employees may use paid sick leave for self-isolation or quarantine, even if they are not sick, when it is required or recommended by public health authorities/guidelines or by health care providers.

To limit exposure, higher-risk employees may request to work from home. If work from home is not possible due to job duties, employees may use sick leave even if not sick at the time of the request to work from home. Information for employees at higher-risk can be found here: https://www.michigan.gov/documents/coronavirus/MDHHS_Interim_Recommendations_for_COVID-19_final_683589_7.pdf?utm_campaign=covid19+info+update&utm_medium=pr&utm_source=govdelivery.

Until further notice, employees may use paid sick leave to care for immediate family and household members who are not ill but need care due to any COVID-19 related closures of schools or day care centers, or for other breakdowns in care arrangements. Employees may not bring children to work with them, even if the children are well.

Employees may request flexible work schedule hours to meet childcare needs for related closures of schools or day care centers.

Employees may request to work from home, if working remotely with relatively self-sufficient dependents or household members at home due to COVID-19 disruptions – no need to report the use of paid time off.

Any request per this policy must go through your immediate supervisor and be approved by the respective Senior Management Team member.

Employees may exceed the annual limits on the use of sick leave to care for dependents who are ill, or whose schools or care arrangements have been disrupted due to COVID-19.

Employees with insufficient accrued sick leave may use up to 14 unearned sick days (they may accrue negative sick leave balances of up to 14 days) for illness, to meet self-isolation or quarantine requirements, or for the active care of others because of disruptions relating to COVID-19. LSSU will review this threshold periodically as conditions change.

Employees with negative balances will be required to repay negative balances if they leave employment before the balance is rebuilt with accrued sick time.

LSSU asks all staff who can work remotely to prepare to do so now. This will help the University be prepared to “scale up” workplace social distancing more quickly. LSSU will inform the community immediately if the decision is made to move to large-scale remote work (in jobs for which remote work is possible).

If large-scale remote work is implemented those who will continue to work on campus because their jobs require it and they are well, will likely be advised to maintain a physical distance from others of at least 6 feet. If an employee has an underlying health condition or concern, they may request reasonable accommodations by contacting the Human Resources Office.