



# SAN DIEGO STATE UNIVERSITY

**March 15, 2020**

**TO:** All Campus

**FROM:** SDSU President Adela de la Torre and Salvador Hector Ochoa, SDSU Provost and Senior Vice President for Academic Affairs

**SUBJECT:** Face-to-Face Labs Have Paused; Assistance Offered

Dear SDSU Community,

Due to our rigorous monitoring of the ongoing coronavirus (COVID-19) pandemic, San Diego State University is taking additional steps in our efforts to enhance social distancing and our response. These decisions are meant to ensure that our campus can continue offering exceptional instruction to aid in the success of our students as we move to full virtual adoption.

Newly implemented changes are as follows:

**Instruction Pause: Face-to-Face Classes Have Ended, Including Labs**

All instructional activities and office hours – including for any remaining lab courses – will now only utilize virtual platforms. We had planned for some face-to-face labs to be continued this week, however this is no longer the case.

As previously announced, SDSU has provided an instructional pause from March 16 to March 22 for those faculty who need time to prepare for teaching in the virtual environment. During the pause, instructors should continue their efforts to develop new approaches for delivering a meaningful educational experience to our students that will achieve primary course learning outcomes.

Other faculty who had already made the transition to online or virtual instruction may opt to continue with their courses through this period, or may take advantage of the pause to further prepare and create high quality and effective learning experiences for their students.

Additionally, any in-person undergraduate research is suspended, and undergraduate researchers should contact their faculty if work can continue remotely. All Fine Arts studios (Art+Design, Music & Dance, Theatre Television Film and New Media) will be closed immediately.

## **SDSU Library to Close Temporarily, Adding Virtual Resources**

The SDSU Library will be closed Monday, March 16, to allow library and university personnel to prepare the facility for future utilization.

Beginning Tuesday, the 24/7 space in the Library Addition will reopen and be restricted to SDSU employees and currently enrolled students with a valid RedID (members of the general public will not be permitted access). Hours of operation will be 8 a.m. to 8 p.m, Tuesday through Friday. If additional space is needed to accommodate demand, more floors in the Library Addition will be opened.

Also by March 17, computer stations will be available for student use in the Library Addition. SDSU's library will be facilitating social distancing and helping to limit gatherings to fewer than 250 individuals based on the [state recommendations](#) and [county guidance](#). Computer and study stations will be six feet apart to help people avoid close contact with each other, and regular enhanced cleaning has already been put into place.

Library staff are currently introducing additional virtual resources and are moving the SDSU Library to an all-virtual service model. Librarians and staff will be reachable via dedicated chat, Zoom, email, or telephone, as well as get access to digitized reserve materials and an augmented Scan and Deliver service. The [SDSU Library is providing additional information on its website](#), including links to priority resources and services in one location.

Physical interlibrary loan is also being suspended. If faculty have a priority need for access to the physical collection, they should contact the Library Dean's Office by calling 619-594-6014.

## **Telework Arrangements for Faculty and Staff Employees**

SDSU's commitment to safely and effectively meeting the public health challenge presented by COVID-19 extends to ensuring flexibility for employees for alternative work arrangements where possible, while ensuring that critical services remain in place to support our students and the continuity of campus operations.

Faculty and academic student employees (in consultation with their supervisors) may fulfill their assigned work responsibilities from any appropriately equipped location. If operational need requires it, supervisors may assign academic student employees alternative duties using the [Description of Duties form](#).

Departments are encouraged to identify where remote work opportunities or flexible work arrangements for staff are possible while ensuring that the essential functions of the department are met. Supervisors and/or unit and department heads can designate certain employees to work from home and, during a disruption, are asked to exercise maximum flexibility when approving a remote or telework arrangement.

Managers are encouraged to consult the [Work Arrangements for Staff and Management Employees During the COVID-19 Crisis](#) document for guidance on establishing alternative work arrangements. Please work closely with your staff to discuss options. Employees of auxiliary units are encouraged to speak with their unit leads for guidance.

To emphasize: The operational status of SDSU has not changed at this time. SDSU remains open, and offices should provide for increased flexibility for telework while continuing to ensure that services and other operations central to our core mission are provided.

### **Information for Students**

We are dedicated to providing the highest quality education to each of our students. Just as faculty may need support as they transition to virtual instruction, resources and support may be needed for our students during this time. SDSU is offering a range of tools to help you. Learn more by visiting the [Student Resources for Virtual Learning](#) and the [Library COVID-19 News & Resources](#) pages.

In addition, students who require access to a computer with a working webcam and microphone have two options: visit a library computer lab, or contact the Economic Crisis Response Team (ECRT) by emailing [ecrt@sdsu.edu](mailto:ecrt@sdsu.edu) or by filling out the [ECRT assistance request form](#). The ECRT team can also provide students information about and access to food resources, housing assistance, assistance with connecting to community organizations, and navigating other basic needs resources on and off campus. ECRT supports virtual meetings via Zoom, phone call, or email, and will remain open on campus to support student needs.

### **More Information**

Continue to visit the [university's public-facing COVID-19](#) for information and updates. The site is being updated regularly.

A great number of individuals are directly involved in addressing the range of highly complex challenges introduced by the COVID-19 pandemic. In this time of uncertainty, we are deeply grateful for every effort meant to help preserve the safety, health, well-being and success of our community.

*Adela de la Torre*

San Diego State University President

*Salvador Hector Ochoa*

SDSU Provost and Senior Vice President for Academic Affairs