

From: [Office of the Chancellor](#)
Subject: A Message From the Chancellor: University Response to COVID-19
Date: Monday, March 16, 2020 8:08:07 AM
Attachments: [image002.png](#)
Importance: High



Dear Campus Community,

In the interest of the health and wellbeing of our faculty, staff and students, we continue to monitor and take measured actions to mitigate the potential impacts of COVID-19 on our campus. Late yesterday, Governor McMaster issued an Executive Order concerning schools statewide through March 31. As a result, all public colleges and universities, including those in the UofSC System, will modify operations beginning today, Monday, March 16 through March 31.

A few critical highlights concerning our university operations during this period are detailed below:

Students

- As announced last week, we are transitioning from face-to-face instruction to virtual instruction starting today, Monday, March 16.
- Regarding on-campus housing, students living in residence halls were requested not to return to campus yesterday as these areas are congregate settings and proper social distancing can be difficult to achieve, particularly for students with roommates. Students were provided instructions for retrieving essential belongings.
- Housing and Residential Life staff are addressing individual requests from students who need to remain on campus. For those with no other housing options available, you must complete an [Extenuating Circumstances Form to remain in on-campus housing](#).

Faculty/Staff

- Only essential employees as identified by their supervisors shall report to work on campus. Supervisors have identified and contacted employees who are expected to report to work on Monday, March 16. All other employees are directed to work from home March 16 – 31, also as directed by their supervisors.
- Supervisors will contact their direct reports, advising of duties assigned during this period.
- Any employee, regardless of status, who is in a [high-risk-for-infection](#) category should notify his or her supervisor and is directed to work from home.
- Return to campus is permitted briefly on Monday, March 16 to gather essential belongings necessary to work from home. Coordinate this activity with your supervisor.
- Every member of our community is asked to be flexible and creative as, together with your supervisor, you consider options for working remotely. Employees whose jobs do not normally lend themselves to telecommuting may be able to view training materials, document processes and procedures, or perform other meaningful work. This also applies to employees

in temporary positions.

- All non-essential University travel is discontinued until further notice.

While we understand this is a trying time for many, please rest assured University [Counseling Services](#) and [Health Services](#) remain operational. If needed, students can contact Counseling Services at 864-503-5195. For faculty and staff, counseling resources are always available through our [Employee Assistance Program](#).

Members of our campus community should continue to monitor the [university website](#), email, and SpartAlerts for news and updates. More information about [SpartAlert notifications](#) may be found on the Public Safety pages of the university website.

This unprecedented public health challenge demands that all of us do our part for the greater good. It is in this spirit that we ask each of you to rise to the occasion and remain flexible over the coming weeks. I appreciate your vigilance and support.

A handwritten signature in black ink, appearing to read "J. Derham Cole, Jr.", written in a cursive style.

J. Derham Cole, Jr.
Interim Chancellor

University of South Carolina Upstate

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Up is where we live.