




# Alcorn State University

## MEMORANDUM

**TO:** Alcorn State University Community

**FROM:** President Felecia M. Nave 

**DATE:** March 17, 2020

**RE:** **Operating guidelines and procedures for the week of March 16 - March 20**

Currently, Alcorn State University does not have a known coronavirus (COVID-19) case on any of our campuses and there are no known cases in Claiborne or Jefferson Counties. As we continue to monitor and respond to the rapidly growing pandemic, I again write to share additional guidance as we embark upon our extended spring break week. I sincerely hope that everyone within the Alcorn family and your respective families are healthy and adhering to the guidance being provided by the University ([www.alcorn.edu/coronavirus](http://www.alcorn.edu/coronavirus)) and/or by the Center for Disease Control ([www.cdc.gov](http://www.cdc.gov)). It goes without saying, the spread of COVID-19 has impacted and disrupted our lives in significant ways. Alcorn has not been immune to these massive disruptions; however, we have moved swiftly to develop and implement contingency plans that aim at keeping the health and safety of our constituents at the forefront.

While spring break has been extended for another week, Alcorn State University remains open and operational. We ask that you continue to monitor your email, social media sites and the University website for regular updates and changes. University faculty and staff returned to work on Monday, March 16, 2020 and are preparing for our new normal. Faculty will spend this week preparing to transition their classes to a virtual/online format, while staff and support services are also adding virtual capacity in order to minimize disruption of services.

Our administrator's and COVID-19 Task Force continue to refine our emergency response plans and protocols. The Office of Facilities Management has been busily going through the campus sanitizing, disinfecting and deep-cleaning campus facilities, especially high traffic areas. We encourage everyone to practice social distancing and encourage those students who can return home to do so such that we are able to de-densify the campus environment. Classes will resume in an online format on Monday, March 23rd.

If you are returning from international travel, from a cruise, or from any location where you believe you may have been exposed to COVID-19, you are asked to complete the appropriate self-reporting form located at [www.alcorn.edu/coronavirus](http://www.alcorn.edu/coronavirus), self-isolate for 14 days, and report to your supervisor and/or the Health Care Center.

**Faculty/Staff or students who are symptomatic should not come to campus and should see their primary care physician.** Medical resources are limited on campus. In the event a case is identified or documented on campus, ASU will immediately begin stage 1 of our emergency operations plan (see [www.alcorn.edu/coronavirus](http://www.alcorn.edu/coronavirus)) to mitigate further spread or contamination from the viral infection.

I understand many of our students are concerned about their room, tuition and board along with personal items here on campus. The Office of Residence Life will be sharing more information on this today. At this time and based on IHL guidance, the University does not intend to offer refunds for tuition, room and board. If this guidance changes, we will promptly notify the campus.

This is an unprecedented set of events and the University is working diligently to respond and address the ever-changing nature of this situation. Please be assured that as the situation evolves, we are making the necessary adjustments to maintain a safe environment. Thank you for your continued brave spirit and understanding as we work through this challenge.