

Dear SDSU Administrators, Academic Directors, and Department Chairs,

As has been shared via all campus communications, San Diego State University is closely following the conditions internationally where a number of our students, faculty and staff are studying and working.

The risk of COVID-19 exposure within California and at SDSU remains low. No probable or confirmed cases of the coronavirus exist among members of the SDSU community. SDSU has suspended programs in Italy, in addition to previously suspended programs in China and South Korea. With the exception of international programs in and travel to China, South Korea and Italy, SDSU remains open and classes and operations will continue as usual.

As some faculty and staff may directly express concerns about their own well-being, we would like to provide you with additional guidance.

As there are a number of understandable questions about this new coronavirus, it is important that we each rely on accurate information and maintain perspective about the current low risk level in the United States. As you speak with faculty and staff, we at SDSU highly recommend the following:

- Encourage people to remain home if they are sick, and to seek medical attention when needed, until they are free of symptoms, including fever, cough or airway infections. It is very important that each of us prioritizes our own wellness to help prevent the spread of illnesses.
- Remind people to rely on reliable and current sources of information about COVID-19. The main authority for our nation is the U.S. Center for Disease Control and Prevention, which has a [COVID-19 site](#). Remind faculty and staff to also visit SDSU's [website on the coronavirus](#) for information and updates.
- Take an active role in encouraging people not to entertain hearsay, and to reject any form of bigotry or racism associated with COVID-19.

In recognition of the rapidly evolving events concerning COVID-19, the California State University Chancellor's Office is directing all faculty, staff, and students to temporarily avoid all non-essential, university-related travel to countries that are designated with a CDC level 3 travel warning notice.

The Chancellor's Office further recommends that students and university employees on state business avoid non-essential travel to countries in Asia and Europe where the CDC has identified that sustained transmission of COVID-19 has transpired, or where the virus has spread. For faculty and staff who have essential travel to countries in Asia and Europe, those individuals should work closely with their dean or vice president and university [Risk Management](#) (for both university and Research Foundation funded travel).

For all other travel, including domestic travel, where the risk of COVID-19 remains low, faculty and staff are encouraged to take routine safety precautions while traveling on university-related business. These precautions include:

- Avoiding contact with sick people.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Clean your hands often by washing them with soap and water for at least 20 seconds or using an alcohol-based hand sanitizer that contains 60% to 95% alcohol. Soap and water should be used if hands are visibly dirty.

Given the dynamic nature of COVID-19, we encourage faculty and staff who are traveling domestically to purchase trip cancellation insurance for future university-related travel. Further, we encourage supervisors to be mindful that individuals with pre-existing health concerns may have additional travel or work restrictions and those individuals should work with their supervisor and the Office of Employee Relations by calling 619-594-6464 to discuss reasonable accommodations. Faculty are asked to connect with the Office of Faculty Advancement at 619-594-6111.

Our primary focus is on campus-wide health and well-being and preparedness. We are a campus community that is working together and with our agency partners to support one another and to be as proactive as possible.

Thank you for being both attentive and sensitive to this ever-changing global public health concern.

Jessica Rentto

Associate Vice President for Administration