

**1/29/20: Message From Patrick Love, VP of Student Affairs**

Dear Students, Faculty, and Staff,

I'm sharing the following information to help inform the Springfield College campus community about the global health concern, the 2019 Novel Coronavirus (2019-nCoV) first identified in December in China. The College is actively monitoring the situation.

It is important to note that **Massachusetts continues to be considered low risk and there are currently no identified cases of this coronavirus in New England**. The Centers for Disease Control (CDC) has confirmed five cases of the coronavirus in the U.S. – one in Arizona, two in California, one in Washington state, and one in Illinois.

We know that a student at Wesleyan University in Middletown, CT was monitored over the weekend for the virus and tested negative. The student had recently traveled through an airport that had a confirmed case of the virus and complained of a fever and cough.

The CDC continues to monitor and provide recommendations regarding the virus, a respiratory infection spread through cough and sneeze droplets. It is not airborne.

Symptoms include fever, cough, difficulty breathing, and shortness of breath. If you are showing signs of any of these symptoms and have recently traveled to Wuhan City, China (within last 14 days) or have come in contact with an individual who had confirmed 2019-nCoV, you should seek immediate medical attention. Additional information about 2019-nCoV can be found at the [CDC](#).

Among the recommendations of our Health Center for preventing transmission of this virus or any other virus including the common cold and influenza (which have similar symptoms to the coronavirus) are:

- Regularly wash hands with soap and warm water or use an alcohol-based sanitizer
- Cover your cough or sneeze with a tissue, then throw the tissue into the trash
- Avoid close contact with people who are sick
- Stay home when you are sick
- Do not share drinks or utensils
- Avoid intimate contact, including kissing and hugging
- Call the Health Center for an appointment to be evaluated if sick (413-748-3175)
- Obtain a flu shot if you have not already done so (available at the Health Center)

The Health Center can assist with any additional questions or concerns. The Center is open Monday through Friday from 8:30 a.m. until 4:00 p.m. It is recommended to call for an appointment at 413-748-3175. For after-hour emergencies, contact Public Safety: 413-748-5555.

Sincerely,

Dr. Patrick Love

Vice President for Student Affairs

**3/3/20: Message from Mary-Beth Cooper, President of Springfield College**

Dear Students, Faculty, and Staff,

The health and safety of our students is the College's highest priority. In response to news of a number of Novel Coronavirus (now called CoVid19) cases in Italy, Springfield College, in conjunction with our partners, has suspended study abroad programs in that country and withdrew all of our 15 students from Italy.

All students have made plans to return home over the next few days where they will reunite with their families and finish out the semester. Our Italian academic partners have made arrangements for students to continue their courses remotely. Springfield College will work with students to minimize the academic impact of this transition. Any questions or concerns about academic progress should be directed to Mary Ann Coughlin, Senior Associate Vice President for Academic Affairs.

Even though our students in Italy were not located in areas highly impacted by the virus, we recognize that this is a rapidly evolving situation. The decision was made in line with safety protocol established by our administration and best practices in international education. The health, safety and well-being of our students is our utmost priority. In line with the recommendations of health authorities, students are being instructed to self-monitor for possible flu-like symptoms and not visit campus for a period of 14 days.

This afternoon, the Massachusetts Commissioner of Public Health advised all colleges and universities in the state to suspend college-sponsored international travel. Therefore, we are abiding and are suspending our college-sponsored international travel at this time.

The College continues to closely monitor the spread of the virus and its potential impact on the campus as well as on countries where Springfield College students, staff, and faculty are visiting or are planning to visit.

As this is an evolving situation, the College will continue to provide updates if there are any additional significant changes that may impact the Springfield College community. In the meantime, stay informed through the [CDC's website](#) and await further guidance on prevention from our Health Center.

Sincerely,

Mary-Beth A. Cooper

***3/9/20: Message from Mary-Beth Cooper, President of Springfield College***

Dear Students, Faculty, and Staff:

The College's administrative leadership team has been monitoring the ongoing Coronavirus outbreak. The health, safety, and well-being of our community remains our top priority. We have two groups of staff and faculty working together to address this unique situation. We are in contact with the Massachusetts Department of Public Health (MDPH) and are following guidelines issued by the Centers for Disease Control (CDC), as well as the World Health Organization (WHO).

I want to assure you that contingency planning is well underway. Based on developments across the country and internationally, we are implementing new policies regarding travel and campus events, all designed to protect our community as a whole. All decisions are subject to change as the situation develops, so we will update the community regularly to keep you informed.

All communications and resources related to the coronavirus are available on our website at <http://springfield.edu/coronavirus>. This remains the best place to locate Springfield College-related information and resources regarding the coronavirus. Additionally, for the latest general updates on the coronavirus, please visit the [Centers for Disease Control website](#).

### **Travel Information**

Faculty and staff are asked to suspend the booking of any domestic or international travel utilizing public transportation (e.g., airlines, buses, trains) until further notice, except for essential College-related travel as determined by the President. If you are unsure whether your travel falls into the essential category, please email your question to [studentaffairs@springfield.edu](mailto:studentaffairs@springfield.edu).

Further, all faculty and staff must register any authorized college-related travel occurring now through commencement (domestic and international). Please note that faculty and staff are restricted from college-related travel to Level III countries. Please monitor the CDC travel website ([www.cdc.gov/travel](http://www.cdc.gov/travel)) for up-to-date information on the status of countries.

We are requesting that faculty, staff, and students register spring break and other personal travel planned for the rest of the semester. Such a registration process allows us to create a record of where people have been and will help inform public health outbreak tracking efforts should an infection occur on our campus. Please register your travel here: <https://forms.gle/NT7r9MQitVdfaMWo7>. We strongly encourage campus community members to cancel personal trips to Level II or Level III countries.

### **Events and visitors**

We are asking that College sponsors check in with all invited and scheduled visitors and guests to confirm they have not been to a Level III country or been in contact with infected persons within 14 days of visiting our campus.

### **Physical space**

We are in the process of providing enhanced hygiene and cleaning supplies in each classroom and common areas so that students, staff, and faculty can effectively cover coughs and sneezes and wipe down surfaces before each use. When possible, disinfecting wipes will also be available for wiping down technology that cannot be sprayed.

Students who are confirmed cases, where possible, will be sent home to observe a 14-day isolation period. We will provide single rooms for students who may have been exposed to the virus and must self-quarantine on campus (if travel to home is prohibited).

### **Class absences and sick leave**

All Springfield College community members should practice CDC recommended hygiene and self-care practices. Students, faculty, and staff should not come to campus or attend class when they are sick (especially if they are coughing, sneezing, or have a fever), or if they are caring for someone who is sick. Faculty should not penalize students for missing class due to illness. Students will coordinate with their instructors to keep current with coursework and assignments, and instructors should extend due dates as necessary for students who are ill.

Students who are not attending class due to illness will inform the Student Affairs Office ([studentaffairs@springfield.edu](mailto:studentaffairs@springfield.edu)) of their symptoms and will be encouraged to self-quarantine at home, or may request a reassigned room if they are unable to return home for the duration of their illness. Students, staff, and faculty who are present in class or at work will be presumed healthy.

### **Academics**

The Provost's Office will communicate with faculty about the Academic Affairs Emergency Preparedness and Recovery Plan. This plan primarily addresses contingencies for the suspension of on campus operations for periods of up to two weeks, with some strategies for addressing longer evacuation periods. If needed, faculty will be provided with additional information and technical support.

I appreciate the work of the faculty and staff who have assisted with our on-going response to the many issues which are associated with this complex and evolving situation. Please continue to monitor the website at [www.springfield.edu/coronavirus](http://www.springfield.edu/coronavirus) for updates as they occur.

Additionally, I will be holding a forum on Wednesday night, March 11, 2020, at 8:00 p.m. in Dodge A-F for those community members who would like to attend.

Best,

Mary-Beth Cooper

**3/17/20: Message from Mary-Beth Cooper, President of Springfield College**

Dear Students, Faculty, and Staff,

Today, I have made the difficult decision that Springfield College is moving classes online for the remainder of the semester amid the coronavirus COVID-19 outbreak. This decision was made thoughtfully and with an abundance of caution and concern for the health and safety of our Community.

I understand that this is disappointing for all of us, but our highest priority is charting a response to the rapidly evolving COVID-19 threat, while maintaining academic continuity and integrity and safeguarding our students' ability to finish the semester in accordance with all required standards related to federal financial assistance.

We will continue to implement our on-going comprehensive transition to distance education. After the two-week extended Spring Break, spring semester classes will resume on Monday, March 30, conducted fully online, and will continue through the final exams period, which ends on Tuesday, May 12, 2020.

While no decision has been made as of today regarding Commencement activities, we are exploring options. A decision will be announced as the situation develops.

**Students**

We understand students will still have many questions about how they will be supported in a fully online learning environment. Please know we are working to tailor our instruction and services to ensure that all students will be able to be successful.

**Resident Students**

Students will be able to collect the remainder of their belongings and clean out their campus residences. The move-out for residents will be conducted through a staggered schedule. Further information will be available later today.

Please note: The moving out of belongings is NOT mandatory at this time. An additional time period for those who do not wish to come to campus during this scheduled move-out period will be established later.

**Faculty**

Faculty will continue to receive support for transitioning their teaching to online. Those who need support should reach out to the Center for Excellence in Teaching, Learning, and Scholarship. The office of

Academic Affairs, Deans and Department chairs, along with Faculty Senate are working together on other key transition issues and new information for faculty will continue to be provided and posted on the Academic Affairs website.

Employees

All staff and faculty have received comprehensive communications from their supervisors and human resources regarding telecommuting, recording time, and opportunities for professional development. Employees with questions about work assignments or expectations should check with their supervisors who are developing work plans in coordination with their division heads. All employees are encouraged to continue social distancing to the extent possible.

We know this brings great disappointment to many of us, especially our seniors, who were holding on to hope that we could all come back to campus to finish up the year. However, we believe it is the right decision at this time.

Best,

Mary-Beth A. Cooper  
Springfield College President

*3/23/20: Message from Mary-Beth Cooper, President of Springfield College*

Dear Members of the Springfield College Community,

I am so proud of how we have come together as a community by demonstrating our continued commitment to our Humanics philosophy in everything we do. I am grateful for the extra effort to ensure that our students have the best possible experience in these unprecedented times.

The move out of our resident students continued according to plan over the weekend. Our thanks again to our Department of Public Safety staff, Office of Facilities Management staff, and Office of Housing and Residence Life staff for their efforts as well as to our students and families for their understanding of this necessary process that none of us anticipated.

Our faculty continue this week to prepare for online instruction and virtual learning that will begin March 30 and continue for the remainder of the spring semester.

Over the weekend, our Physician Assistant program staff delivered supplies on behalf of the College to several local hospitals who had reached out to us for help, including the board chair of one local hospital who contacted me directly, finding themselves in critical short supply of gloves, masks, and sanitizers. After first assuring our own health center has the supplies it currently needs, our staff members quickly responded to a need in our community in true Humanics form.

Today, Massachusetts Governor Charlie Baker issued an executive order closing all non-essential businesses and advising residents to telecommute as they are able, as well as limiting access to public venues for essential activities only. In compliance with the Governor's order, our staff will continue to work at home with the exception of those designated by the order for the essential functions of the College.

I hope this message finds you well. For more information on the College's response and Q&As, please regularly visit [springfield.edu/coronavirus](https://springfield.edu/coronavirus).

Best,

Mary-Beth A. Cooper  
Springfield College President