SINCLAIR COLLEGE

**PANDEMIC ILLNESS RESPONSE**

**COVID-19 Update to   
Sinclair Employees #1**

**Stay Home if You are Sick  
Thursday, March 12, 2020**

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Dear Sinclair Colleagues,

First and foremost:  **IF YOU ARE SICK, STAY HOME.  YOU WILL CONTINUE TO BE PAID.**  Symptoms of COVID-19 include fever, cough, and shortness of breath.  If you are experiencing any of these, or if members of your household are, PLEASE STAY HOME.  This is imperative to reducing the spread of the illness.  Also, please stay home if any member of your household has possibly been exposed to a contagious person.  For more on that, please visit [Information for Employees](https://www.sinclair.edu/services/conduct-safety/public-safety/coronavirus/employees/).

Please know that there is no place I’d rather be during this COVID-19 preparedness than here in Dayton, Ohio, working with you at Sinclair.  Following David Sinclair’s motto of “Find the need and endeavor to meet it,” we will pivot our efforts to respond to this crisis in the best way to ensure the health and safety of our students, our faculty and staff, and our community.

Also know that the senior leadership of Sinclair and I have been working together for many, many hours every day over the last few days to understand the situation.  We are in touch with the Governor, national, state and local leaders, making decisions about how best to proceed to “meet the need” of our students, employees and community.  These are difficult times and they need ALL of us at Sinclair to be ready to do whatever it takes to get through this.  “We are in this together, whether we like it or not,” said Governor DeWine at today’s press conference, “And we Ohioans need to take care of ourselves and each other.”

Finally, look for daily messages from me, giving you updates on changes in our processes as we respond to changes required by these difficult times.  You can also always check [www.sinclairprepared.com](http://www.sinclairprepared.com) for updates and resources specifically related to the COVID-19 response.

I will be back in touch with you with daily updates as we continue to monitor this evolving situation and adjust accordingly.  Together, we will get through this and we will be stronger for it.

Thank you!

Steve

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