SINCLAIR COLLEGE

**PANDEMIC ILLNESS RESPONSE**

**COVID-19 Update to   
Sinclair Employees #2**

**Important Developments  
Friday, March 13, 2020**

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Dear Colleagues,

Good afternoon – I hope you are doing as well as possible during this really remarkable and weird time.  I am so proud of the teams working across the college to mitigate the effects of this COVID-19 pandemic, as we work toward a reset that takes full effect on Monday, March 23. Thank you – Thank you – Thank you!!!

As expected, the COVID-19 virus continues to spread across Ohio. More cases within Ohio are being confirmed, and we are being told to expect numerous more as time unfolds.

We no doubt have members of the Sinclair community that have the virus in their body at this time.  Any person could have the virus in them (you, or me, or anyone). This is why it is so important to wash hands, stay six feet from others, cough into your sleeve, and stay home if you are sick.  The Ohio Department of Health is suggesting that 40% of Ohioans will eventually get the disease, though most cases (an estimated 80%) will likely be very mild.  Some of the cases will be very severe.  Eventually we will all know someone who is ill with this disease.

We are told that this is an issue that will extend well beyond a few weeks.  We are now expecting emergency conditions to last for two to three months.  We are now expecting our normal routines, our normal schedules will be altered to at least some degree as we move into the summer.

We are working on several fronts as we continue to plan for this new phase.  To enable more social distancing, we will want more of you to work from home over the next several weeks.

**Details on working from home will be coming.**We have a task force working on the expectations for, and supports necessary, to be able to have as many Sinclair employees working from home as possible.  It is my goal to have the working-from-home protocol to be rolled out over the coming week.

While we are in this period of time your job duties might be altered, but **your positions and pay will be maintained**. Every Sinclair faculty and staff member – full- and part-time – is needed to weather this storm and to be ready to recover fast and decisively when this crisis passes.  

Here is an example of something that we will eliminate for the time being.  The performance evaluation process for non-faculty employees is a very time-intensive process.  We need to reprioritize that time for more critical issues.  The **performance evaluations process is now suspended for this year so that we can have the time to reallocate to other needful tasks.** More on that [in this document](https://www.sinclair.edu/www/assets/File/COVID-19/Pandemic_Illness_Response-FY20_Performance_Evaluations.pdf).

**From this point on until further notice all college** **travel is cancelled and suspended.**Exceptions on a case-by-case basis can be granted by your Vice President or by me. More on that [in this document.](https://www.sinclair.edu/www/assets/File/COVID-19/Pandemic_Illness_Response-SCC_Travel_Suspension.pdf)

**Intensive planning is underway** for everything from emergency-altered academic policies to enhanced cleaning and security measures.  [These teams](https://www.sinclair.edu/www/assets/File/COVID-19/Pandemic_Illness_Response-Teams.pdf) have already begun working tin the weekend to address adjustments to be made.

**We continue to follow our Guiding Principles.**Please know that all of our many moves are being made within the framework of these [Guiding Principles](https://www.sinclair.edu/www/assets/File/COVID-19/Pandemic_Illness_Response-Guiding_Principles.pdf).

**Over the weekend, the Dayton Campus will be closed as if it is a holiday.**If you need access, please follow normal protocols by coming through the east door of Bldg. 7 in coordination with Campus Police by calling 937-512-2700.  However, our hope would be that you would minimize the time you spend on any of our campuses. We will be back in touch with more information soon regarding campus operations moving forward.

Every day this week, I have watched Governor DeWine’s excellent news conferences announcing the confirmed cases and the State of Ohio’s extraordinary measures to contain this growing threat.  The Governor and his Director of Health, Dr. Amy Acton, have been very serious, yet very reassuring in their messaging, which I echo: It will get worse. We will get through this together.  These are extraordinary times that require extraordinary efforts.

Sinclair is strong, because of your strength.  You are needed – every single one of you – to help us weather this storm.  And when it passes we will continue to help more students, gain more education, with more diversity and do so community aligned!

Please remember to [stay home if you are sick](https://www.sinclair.edu/www/assets/File/COVID-19/Pandemic_Illness_Response-Stay_Home_Notice_to_Employees.pdf).  Look for more updates in the coming days.

Thank you!

Steve

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