Dear Faculty and Staff,

I wanted to give you an update on how we are continuing to prepare the campus in light of the COVID-19 pandemic. There is a lot of information in this email, so I highly encourage you to read it thoroughly.

It’s important to remind you that we have no known cases of COVID-19 in our region. However, we are in a heightened state of vigilance and preparedness. The most recent guidelines from the Wisconsin Department of Health and today’s health emergency order by Governor Evers now officially place the state on alert.

Here’s a quick rundown of our efforts to ready the organization should an outbreak occur in our region:

- The March 16-29 spring break extension was initiated to give our instructional colleagues time to prepare for moving their face-to-face instruction to alternate delivery modes.
- We are striving to minimize large congregations which occur when all students are on campus and in close quarters by encouraging students to be away from campus during this extended break, as well as when classes resume.
- Student organized and student-centric events are also being reviewed.
- While student services are still accessible through face-to-face interactions, these departments are working to offer their services online or through other communication means as an alternative to requiring students to come to campus to receive services (such as, but not limited to, career services, student support, and advising). We already do much of this for our online students.
- Additional travel restrictions have been issued (see below)
- Yellowjacket Athletics practices and competitions are being cancelled until further notice. This decision is consistent with actions being taken by our NCAA peers.

According to DHS: IF COVID-19 begins to spread in Wisconsin communities, state and local public health officials will consider community interventions such as social distancing, replacing in-person meetings with telework when possible, reviewing workplace sick leave policies, modifying, postponing or canceling mass gatherings, implementing restrictions on visitors to residential treatment and living facilities, and closures of schools, childcare settings.
Decisions about the implementation of these community measures will be made by state and local officials based on CDC and DHS guidance, as well as the scope of the outbreak. It will also necessitate changes in how we work. Please work with your supervisor to determine work patterns and consider contingency plans. There will be a meeting with supervisors tomorrow at 1:30 p.m. in YU 203 to answer questions, provide updates on student employment, IT, telecommuting and other issues.

As of today, based on DHS recommendation, the following measures apply to all UWS employees:

- **If you feel ill, stay at home** – please do not come to work if you are ill. If symptoms like fever, cough, or difficulty breathing are present, you are advised to contact your health care provider for advice. Employees should not report to work if they are ill and should use sick leave or contact their supervisor or HR representative.
- Continue to practice preventative wellness efforts to avoid this and other viruses, including:
  - Cough and sneeze into your elbow rather than into your hands
  - Wash your hands regularly or use hand sanitizer
  - Avoid touching your face
  - Visit the Centers for Disease Control and Prevention or the World Health Organization websites for more information about Coronavirus
  - **Remember: if someone feels ill, it does not automatically mean that they have contracted Coronavirus.**

**Travel**

Though there are areas within the United States where there is “sustained community transmission” of COVID-19, the CDC has not issued recommendations related to travel within the United States. In the absence of such guidance and with the goal of delaying the onset of sustained community transmission of COVID-19 in Wisconsin, we are applying DHS and CDC’s recommendations:

- **Effective immediately, non-essential university-sponsored travel** outside Wisconsin and the Twin Ports region (including international travel and student organizations) is cancelled until April 8 when the situation will be revisited. Exceptions must be cleared through the employee’s Chancellor’s Staff Member. Per UW System, essential travel is defined as “supporting activities that are absolutely necessary, cannot be rescheduled, and must be done in person.”
- **Self-isolation is highly recommended** for business and personal travelers returning to our region from U.S. states where the CDC has determined that sustained community transmission is occurring (which as of March 11 includes California, New York and Washington) or countries at a CDC level 3 travel advisory for COVID-19. The [DHS COVID-19 webpage](https://www.dhs.gov/coronavirus) provides instructions on how to self-quarantine and self-monitor for symptoms. This situation is rapidly evolving, and travelers should refer to the list of “States Reporting Cases of COVID-19 to CDC” on the Coronavirus Disease 2019 (COVID-19) in the U.S. webpage for the most
current list of states where CDC determines that sustained community transmission is occurring.

- **Personal Travel** – Due to the seriousness of this outbreak, UW-Superior encourages faculty and staff to reconsider all non-essential personal travel during the spring break. There is a possibility that you may face a higher risk of infection, significant delays returning and personal expense, and/or the requirement to self-quarantine.

In my previous message to all employees, I indicated that the campus operations remain uninterrupted. Overall, it is indeed business as usual but with a heightened state of awareness and preparedness.

The UW-Superior Emergency Response Team has worked hard to be responsive and thoughtful. We understand these decisions and the quickly changing landscape is stressful and may cause some anxiety. We need everyone’s support during this challenging time and to please treat each other with respect and kindness.

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