

# Suffolk County Community College

## College Brief

NO. 92            March 27, 2020

TO:                The College Community

FROM:            Louis J. Petrizzo  
Interim President

SUBJECT:        College Extends Reduced Density in the Workplace Through April 5, 2020;  
Remote Instruction Begins March 30, 2020

In College Brief #85, the College shared its decision to implement workplace density reduction in response to a directive issued by Governor Andrew Cuomo. At that time, the college community was advised of SUNY Suffolk's two-phased density reduction plan that would remain in place until further notice.

Under Phase I of our plan, all campuses were closed to students and to the public beginning on Monday, March 23<sup>rd</sup>. Restrictions for entering the campuses were put into place and staff was asked to self-isolate, with the majority working from home. Throughout this past week, most College staff has remained in communication with their work teams, and continues to work remotely.

**Based on the latest information available on the status of the Coronavirus outbreak, a decision has been made to extend the period of density reduction and remote operation for a second week, through Sunday, April 5, 2020. This extension will be revisited next week and a College Brief will be issued to the community that will let everyone know about staffing past that date.** Please note that the current situation remains fluid. All directives being implement in response to the Coronavirus are subject to change, based upon changing circumstances.

Please note that the following departments must continue to function onsite in order to protect and preserve our College, its assets, and our valuable community of faculty, employees and students. Public Safety and a portion of Plant Operations and Facilities staff must continue to function on the campuses. HR, Payroll, Business and Financial Affairs, as well as a portion of Student Affairs, Legal, and Leadership will function remotely, but may be called upon to come in periodically to ensure delivery of service when absolutely necessary. Vice Presidents and Campus Executive Deans will coordinate with supervisors to develop staffing needs. Some employees may be called to come in periodically to ensure delivery of service when absolutely necessary.

Under Phase II of our plan, selected employees will be asked to return to the campuses to help in servicing the needs of our students, faculty, administrators and staff onsite. You will be notified when this will take place.

To ensure that communications and workflow continues to function as smoothly as possible, I ask everyone to remain in email contact with their supervisor and encourage you to access the College's Coronavirus website for the latest available information. For those faculty and students who are preparing for fully online classes beginning on March 30<sup>th</sup>, please visit the website <https://www.sunysuffolk.edu/coronavirus/technology-support.jsp> for helpful information. If additional technical support resources are needed, students and faculty can contact the College's Help Desk: [IT-Help@sunysuffolk.edu](mailto:IT-Help@sunysuffolk.edu) The College has also arranged to make a limited number of laptops and wifi hotspots available to students who do not have access at home. Students should reach out to their Campus Associate Dean of Student Affairs for more information.

As the suspected number of cases of COVID-19 increases, all employees should take great care and monitor themselves for possible symptoms, which include fever, cough, shortness of breath, and/or respiratory infection/distress. Notification protocols are now in place for those with supervisory responsibility. Symptomatic employees should not report to work. Employees who test positive for COVID-19 are to notify:

Angelica Rivera  
Assistant Vice President for Human Resources  
Phone: (631) 451-4239  
Email: [Riveraang@sunysuffolk.edu](mailto:Riveraang@sunysuffolk.edu)

Likewise, if a student is found to test positive, they are to notify their Campus Associate Dean of Student Services.

1. Mary Reese: [reesem@sunysuffolk.edu](mailto:reesem@sunysuffolk.edu)
2. Meryl Rogers: [rogersm@sunysuffolk.edu](mailto:rogersm@sunysuffolk.edu)
3. Edward Martinez: [martineze@sunysuffolk.edu](mailto:martineze@sunysuffolk.edu)

We understand the need to eliminate community contact as part of the response to this outbreak. We hope everyone will remain safe and healthy and that these efforts are successful in helping to stem the spread of the virus.