

# Office of the President

Dear Campus Community,

The rapidly changing circumstances around the COVID-19 outbreak require us to continuously reassess our efforts aimed at slowing the spread of the virus in our community.

In light of updated guidance by the Chancellor's Office and recent announcements by California Governor Gavin Newsom, the Centers for Disease Control and other counties in California calling for greater social distancing and other preventative measures, we are taking the following actions effective immediately to minimize the population on our campus over the spring quarter:

Until further notice, we are asking that all non-essential employees telecommute and not come to campus. Cal Poly's Emergency Operations Center has identified essential functions (listed below this note) and will be notifying those areas of their status. Likewise, supervisors in those operational areas will be notifying their employees who are considered essential. Other employees who are unable to telecommute will be placed on administrative leave with pay. **All employees, whether performing an essential function, telecommuting or on administrative leave, will receive their standard rate of pay.**

The recreation center and library will be closed immediately, with the exception of the library's 24/7 room (with proper social distancing) to maintain essential access to technology. We will maintain facilities necessary for dining with proper social distancing and/or take-out meals.

All spring quarter classes will be held virtually for the entirety of the quarter. Faculty will communicate the logistics for these courses prior to the start of the term. In addition, in-person commencement has been postponed and we will look to an alternate form of recognizing our graduates.

**To help minimize the population on campus, we are now strongly encouraging students to plan on attending the spring quarter virtually from their permanent home residences. However, those who feel safer at the university, those who have no other housing options and/or those who may have limited access to technology and the internet, are welcome to remain on campus. Residence halls and campus dining will remain operational with social distancing.**

**Students who do not intend to return to campus for the quarter should take their belongings if possible. If students cannot remove all belongings or have already departed, they will be allowed to return after mid-May to pick up their possessions. University Housing will be following up with additional details to residents tonight.**

We understand this latest guidance may be alarming and may inconvenience many, but these are rapidly evolving times and we must respond by making unprecedented decisions to do all we can to protect our entire campus community. Your welfare is our first and primary priority.

These are difficult times, but we will get through this. Please continue to practice social distancing, prevention and, most importantly, take care of yourselves.

Sincerely,

Jeffrey D. Armstrong  
President

**Essential functions include:**  
Agricultural Care & Facilities  
Emergency Services  
Facilities and Infrastructure  
Fiscal Services  
Food Services  
Healthcare and Counseling

Housing  
IT Services and Communications  
Payroll, Procurement and Contracts  
Essential Research

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