

Suffolk County Community College

College Brief

NO. 85 March 20, 2020

TO: The College Community

FROM: Louis J. Petrizzo
Interim President

SUBJECT: College's Response to Governor Cuomo's Directive to Reduce Density
in the Workplace: March 21 – March 27, 2022

Governor Andrew Cuomo issued a directive today ordering a reduction in workplace density that will remain in place at least through Friday, March 27th. Based on the Governor's announcement, SUNY Suffolk will respond as follows until further notice:

Under Phase I of our plan, all campuses will be closed to students and to the public beginning on Monday, March 23rd. ANYONE who was planning on coming onto campus for any reason next week, should rearrange their plans to do so over this weekend (Saturday, March 21st or Sunday, March 22nd). On Monday, March 23rd, entering the campuses will be restricted.

Most College employees are now advised to self-isolate at their home beginning on Monday, March 23rd. If possible, using technology resources that have already been shared with the members of our community and which are available online, staff is encouraged to remain in communication with their work teams. We ask that departments continue to advance critical elements of our work during this upcoming period of self-isolation.

Our goal is to have the maximum number of our employees removed from the workplace. The following departments must continue to function 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. 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 30th, please visit the website <https://www.sunysuffolk.edu/coronavirus/technology-support.jsp> for helpful 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

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
2. Meryl Rogers: rogersm@sunysuffolk.edu
3. Edward Martinez: 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.