

# Suffolk County Community College

## College Brief

NO. 96            April 3, 2020

TO:                The College Community

FROM:            Louis J. Petrizzo  
                      Interim President

SUBJECT:        College Extends the Period of Reduced Density in the Workplace  
                      Through Wednesday, April 15, 2020

**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 College operation through Wednesday, April 15, 2020. This extension will be revisited before that time and a College Brief will be issued to the community that will let everyone know about staffing past that date.**

The College's Board of Trustees has asked me to share their appreciation for the outstanding job that has been done by each of you. They are keeping apprised and are well aware of the efforts being made by our faculty and staff over the past several weeks, and they are impressed with the results we are experiencing. Remote instruction began on Monday, March 30<sup>th</sup>, with limited issues and minimal problems. The College has been able to supply laptops to students and staff to assist with remote instruction and remote operations. 250 Dell laptops will be delivered to the College for student use from SUNY next week, and we have been advised that Chromebooks will also be delivered. Our students are taking advantage of this support and are grateful. Almost 200 faculty and staff have volunteered to call and engage students in conversation about their current well-being, and any questions or concerns they are having while learning remotely. The feedback from both sides has been overwhelmingly positive. As of today, 4,355 students have been called and that effort will continue. Faculty and staff say they feel gratified knowing it's another way they can assist our students; students indicate they feel appreciated by the College. We are truly a strong community that embraces its students and their success wholeheartedly.

For those of you who are continuing to work remotely, you are reminded to stay in touch with your work team and your supervisor. The following departments will continue to function onsite: Public Safety and a portion of Plant Operations and Facilities staff must continue to be 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. You will be notified when a determination is made to ask employees to return to campus. Restrictions for entering the campuses remain in place. To ensure that communications and workflow continues to function as smoothly as possible, I encourage you to access the College's Coronavirus website for the latest available information: <https://www.sunysuffolk.edu/coronavirus/>

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 will continue to make laptops and a limited number of Wi-Fi 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 remain 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@sunvsuffolk.edu](mailto:Riveraang@sunvsuffolk.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.