April 2, 2020

Good afternoon faculty, staff, and students.

Each of us have been closely monitoring the COVID-19 pandemic and we have been working to comply with the changing guidance from local and national leaders and public health professionals.

As an institution of higher education, we are mandated by the State of Texas to remain open to serve students. Although the campus remains open, I want you to know that LSCPA is working diligently to follow the CDC and other guidance to mitigate the risks of COVID-19 to our employees, students, and the community. Towards that end, classes have transitioned to an online format. Faculty and eligible staff are working remotely while staff with job functions that require them to remain on campus are reporting to work each day to maintain business continuity. In addition, employees working on campus are practicing social distancing and we continue the vigorous cleaning routines for common spaces and touch points.

In order to increase the opportunity for additional social distancing, LSCPA will implement several strategies effective Friday, April 3rd:

- The campus will be closed to the general public. Only individuals with a LSCPA ID, current and prospective students, and approved contractors will be allowed on campus.
- Campus buildings will be closed while a few buildings will have restricted access (Student Center, Library, Performing Arts Building, Madison Monroe Education Building).
- Offices will be staffed from 8 a.m. to 2 p.m., Monday through Thursday, and closed on Friday. The remainder of the work week will be completed by working remotely.
- The adjusted work schedule will remain in effect until further notice.
- If you have additional questions, I encourage you to contact your immediate supervisor or the Human Resources office (409-984-6237).

During these challenging times faculty and staff remain committed to keep everybody safe and achieve our mission of educating students. They deserve our sincere thanks for their determination and patience during these difficult times.

I hope each of you can take comfort from Victor Hugo’s comment, *Even the darkest night will end and the sun will rise*.

Until the sun rises, my thoughts are with you,

[Signature]

Betty Reynard, President