**COVID 19 Template Messages**

*These templates are created for most probable scenarios. Edit as needed.*

**Email Alerts**

Statewide Shelter-in-Place *[updated 3/23]*

Earlier today, Governor Inslee issued a statewide order for Washington residents to “shelter in place” from today, March 20, through April X. The goal of this order is to have as many Washingtonians as possible stay home and avoid going out for any reason other than meeting essential needs such as purchasing food or seeking medical care.

**With this in mind, SPSCC will continue all remote operations, services, and online instruction, but stop in-person activities for the duration of the order**. All staff and faculty should continue with remote work assignments as previously planned. Staff and faculty who do not have remote work assignments in place should work with their supervisor to establish plans. Some staff may be asked to report to campus to support core college functions that cannot be accomplished remotely.

At this time, SPSCC still plans to begin spring quarter on Monday, April 13, as previously planned. Faculty who are working with IT and CTOL to prepare for virtual instruction should continue to communicate with these departments via email, Zoom, or phone. Arrangements can be made for curbside pickup of previously ordered items such as laptops and webcams.

While our in-person services will be closed to the public, access to offices and workstations will be available to faculty and staff as needed.

Short-Term Suspended Operations

[*Give situation overview.* For example: We received word late Tuesday that a student from our Olympia Campus is under quarantine at Providence St. Peter Hospital in Olympia. The student presented symptoms similar to those of CVOID-19 and has been tested for the virus. Those test results will not be known until later this week. The student visited the Olympia Campus while symptomatic but has not been on the Lacey campus.]

Out of an abundance of caution, college leadership made the decision to close both campuses in order to conduct a thorough disinfecting. Custodial staff have been asked to perform the disinfecting of both campuses. Cleaners will follow CDC disinfecting protocols by using anti-viral chemicals that are EPA approved for COVID-19. They will disinfect all bathrooms, classrooms, labs, common areas, and offices, including touch points, such as flat surfaces, chairs, tabletops, knobs, handles, railings, buttons, and the legs and arms of furniture.

Campuses will be closed today, [day and date], for all daytime and evening classes, as well as any scheduled activities or events. This includes on-campus childcare through Serendipity Children’s Center. We will announce a decision about campus operations for [next day and date] by 3:00 p.m.

**As a reminder, the best way to ensure the health of everyone on our campuses, employees and students are advised to practice good hygiene including washing your hands thoroughly, covering coughs and sneezes, and staying home if you are feeling sick.**

SPSCC will provide more information as it becomes available, including the results of the student's test. Information and resources about COVID-19 are available on [SPSCC's Coronavirus Information page](https://spscc.edu/news/coronavirus), as well as on the [CDC](https://www.cdc.gov/coronavirus/2019-ncov/index.html) and [Department of Health](https://www.doh.wa.gov/Emergencies/Coronavirus) websites.

As always, the health and safety of our college community are our foremost concern. Please take care of yourselves and be kind to those who may have family or friends affected by the spread of COVID-19.

**Suspected** Student/Staff Diagnosis or Testing

We have learned that a [insert staff member/student/faculty] is [being tested/meets the criteria for testing/is being quarantined]. **Out of an abundance of caution** **we are [insert whatever action is being taken]**.

**If you are known to have been in a class or other close-contact situation with this individual,** we will send you a separate notification in the coming hours with recommendations, contact information, and steps to take if you become ill. Due to federal healthcare laws and student privacy laws, we are restricted from being able to share the names of those individuals who have been impacted.

As you know, this continues to be a very fast-moving situation. We are in regular contact with Thurston County Public Health and Social Services and other regional partners.

The health and safety of our campus community are our top priority. We continue to ask that students, faculty, and staff who feel ill—or who need to care for someone who is ill—to stay home. Also, if you are concerned about flu-like symptoms, call your health care provider or the Washington Department of Health Coronavirus call center at 1-800-525-0127 and press #.

To prevent the spread of any respiratory diseases, the [Centers for Disease Control and Prevention](https://www.cdc.gov/coronavirus/2019-ncov/about/prevention-treatment.html) recommends you:

* Avoid touching your eyes, nose and mouth
* Cover your cough or sneeze with a tissue and throw the tissue away
* Clean and disinfect frequently touched surfaces and objects
* Wash your hands often with soap and warm water

The proper way to wash your hands is for at least 20 seconds, especially before eating, after going to the bathroom and after blowing your nose, coughing or sneezing.

We will continue to keep you posted with any updates as we learn them. As a reminder, for the latest, accurate information, please visit [SPSCC's Coronavirus Information page](https://spscc.edu/news/coronavirus), as well as the [CDC](https://www.cdc.gov/coronavirus/2019-ncov/index.html) and [Department of Health](https://www.doh.wa.gov/Emergencies/Coronavirus) websites.

**Confirmed** Student/Staff Diagnosis *(consider sending this one from Tim)*

We have learned that a [insert staff member/student/faculty] has tested positive for COVID-19. **Out of an abundance of caution** **we are [insert whatever action is being taken]**.

We made this decision swiftly, to continue disinfecting the college while no students, faculty and staff were on campus, and to provide us time to get a clear sense of who could have been exposed.

**If you are known to have been in a class or other close-contact situation with this individual,** we will send you a separate notification in the coming hours with recommendations, contact information, and steps to take if you become ill. Due to federal healthcare laws and student privacy laws, we are restricted from being able to share the names of those individuals who have been impacted.

As you know, this continues to be a very fast-moving situation. We are in regular contact with Thurston County Public Health and Social Services and other regional partners.

Students, please be in contact with your instructors, and faculty and staff, please be in touch with your supervisors, as we work through this together. The health and safety of our campus community are our top priority and our hearts go out to all those who are being impacted by this situation.

We will continue to keep you posted with any updates as we learn them. As a reminder, for the latest, accurate information, please visit [SPSCC's Coronavirus Information page](https://spscc.edu/news/coronavirus), as well as the [CDC](https://www.cdc.gov/coronavirus/2019-ncov/index.html) and [Department of Health](https://www.doh.wa.gov/Emergencies/Coronavirus) websites.

Event Cancellation

In support of recent recommendations made by Thurston County Public Health and Social Services, SPSCC is canceling all school-related large gatherings until further notice. This includes any activity with expected attendance of 50 or more people such as club or student life events, outside event rentals, banquets, and other similar activities.

If you have questions about impacts on a specific event, please contact the event organizer.

**Talking Points for Front-Line Staff**

**For front-line staff including Start Here, One Stop, Call Center, and Student Life**  
***Meg Woolf, Jennifer Fenn, Anne Molenda, Dave Pelkey***

**Talking points for coronavirus questions: date**

* New information and resources will be posted at [**spscc.edu/news/coronavirus**](https://spscc.edu/news/coronavirus)**;**
* A student informed SPSCC on Tuesday evening that they were exposed to COVID-19 at a social gathering 10 days ago;
* They are not showing any symptoms of coronavirus disease but are getting tested and have volunteered to stay off campus;
* On Tuesday night, SPSCC proactively disinfected buildings 32 and 35 where the student attended class;
* At this time, no campus closures are planned.

**MEDIA QUESTIONS** – if you are contacted by the media, please refer them to:

**Kelly Green** at [kgreen@spscc.edu](mailto:kgreen@spscc.edu) or 360-596-5214

or

**Kati Sagawa** at [ksagawa@spscc.edu](mailto:ksagawa@spscc.edu) or 360-596-5304