

We are fortunate at the time of this letter that Cape Girardeau County has no confirmed cases of COVID-19. University leaders are committed to doing what is necessary to protect the health and safety of our students, employees and the local community. Public health, which is the health of everyone on our campus, in Cape Girardeau, and in other Southeast communities, remains the highest priority and is at the forefront of all of our planning as we move through this pandemic.

With the actions and plans communicated below that impact faculty, staff and students, we remain committed to maintaining all essential campus functions to the best of our ability and look forward to returning to normal and regular operations as soon as possible.

During these fast-moving times, we encourage all employees and students to continuously monitor their Southeast email addresses and the University's [COVID-19 informational page](#) to stay abreast of changes or announcements related to this situation.

#### Students – March 23-27

- All in-person classes are suspended for the week of March 23. Faculty will use this time to identify/prepare for alternative delivery of in-person courses beginning the week of March 30.
- There is no change to scheduled online courses. Classes that are already conducted online that are scheduled to resume on March 23 will continue as planned.

#### Students – March 30 through End of Semester

- Beginning March 30, in-person classes will be provided through alternative means (e.g. online, Zoom, etc.).
- Students should expect to be contacted by their faculty member after March 28 with details for each scheduled course.
- If you don't have access to a computer or technology for your classes, limited facilities will be available to students. Additional information is communicated below.
- Many companies are working to provide internet and data services at a reduced cost or for free for a period of time due to this outbreak. Students that need such service are encouraged to contact internet service providers in their area to explore if these options are available. While Southeast is not endorsing any particular company, you can find more information about this at: Charter: <https://bit.ly/2QmAWnV>; AT&T <https://soc.att.com/2UfqJfJ>; T-Mobile: <https://t-mo.co/2we8gGH>; and Sprint: <https://sprint.co/3d28b9H>.

#### Faculty

- Faculty have been participating in training offered by the Center for Scholarship in Teaching and Learning (CSTL), Information Technology and Southeast Online to ensure a smooth transition to alternative delivery of instruction. Those training opportunities are

on-going and additional resources will be continue to be shared with faculty to assist them in this transition.

- Faculty members should use the week of March 23 to transition their courses to alternative formats so they are ready when classes resume on March 30. Faculty and other instructors are encouraged to visit the [Center for Scholarship in Teaching and Learning webpage](#), which is frequently being updated.
- We anticipate completing the semester as originally scheduled on May 15, 2020. The last day to drop a full semester class/withdraw from the University will remain April 24. If a student withdraws before that date, the student will receive a grade of W. Per Southeast policy, no refund will be available for a reduction in hours due to individual course withdrawals that occur after the initial drop/add period.

### **Residence Halls & Dining Services**

- Effective immediately, access to all residence halls is restricted and the University will close all residence halls through a tiered process beginning Friday, March 20. The move-out process will be conducted in stages through March 31. Residents will be assigned days to move out to allow for appropriate social distancing in our buildings and to limit the number of people on campus. Residence Life staff will be contacting all students currently residing in residence halls during spring break.
- Modified dining options will be provided and posted on the [Dining Services webpage](#).
- Residence Life staff will communicate additional information to all students via their Southeast email, which will include information for students that may be unable to return home for extenuating circumstances, along with other detail.
- The University is evaluating its ability to offer a reduction in students' bill because of these changes, and additional information about this possibility will be communicated to students on or before March 27.

### **Campus services**

Unless otherwise directed, the campuses will remain open.

#### Kent Library & Computer Labs

- Kent Library will remain open 8 a.m.–5 p.m. Monday through Friday.
- The Kent Library Computer Lab will be open 8 a.m.–5 p.m. Monday through Friday. All other computer labs on the Cape Girardeau and River Campuses will remain closed.
- The Computer Labs at the Sikeston and Kennett Regional Campuses will be open 9 a.m.–4 p.m. Monday through Friday.

#### Health Clinic, Bookstore, Rec. Center & Other Facilities

- The Campus Health Clinic will close effective end of day Thursday, March 19, and will remain closed until further notice.
- The University Center will remain open from 8 a.m.-5 p.m. Monday through Friday for University-related business only.

- The Student Recreation Center and Student Aquatic Center are closed until further notice.
- Southeast Bookstore will remain open 9 a.m.–5 p.m. Monday through Friday unless otherwise communicated.
- The U.S. Bank branch inside the Southeast Bookstore will close today (March 18) and remain closed until further notice.
- Operations at Catapult Creative House related to Fuel @ Catapult and the retail and exhibit spaces are closed until further notice.
- Information on access and use of facilities such as Catapult Creative House, Rust Center for Media, art studios, practice rooms and other such areas for academic purposes will be communicated by the Provost after March 28.

### **Events, Meetings and Commencement**

- All University events on and off campus are canceled through May 15. This includes rental and use of University facilities by external individuals and groups.
- All student organization meetings and events on campus are canceled through May 15. This includes use of any University facility or venue by groups of students or student organizations.
- Additional guidance will be provided to faculty and staff regarding Department, Council or other meetings by Friday, March 20.
- As of now, Spring Commencement remains scheduled for May 16. However, as the University continues to monitor and respond to this situation, the date and details of the ceremonies are subject to change.

### **Student Employment**

- Information regarding student employment for the remainder of the semester will be communicated to students no later than March 27.
- Student internships and practicums – continuation of your internships and practicums will be directed by your host institution or organization. If it is terminated as a result of precautionary steps taken for COVID-19, please update your faculty advisor or department on the situation.

### **Student Services**

The University remains committed to ensuring the success of students as we transition to complete the semester in an online/remote format. For in-person services, we are asking students and other visitors not to visit campus service departments in person at this time. If you wish to speak to someone in person, students and others are asked to call the office in advance to schedule an agreed upon location and time for the meeting.

- Academic Advising: Academic advising will use email, phone and Zoom meetings for the remainder of the semester. Further information will be available the week of March 23.
- Career Services: Career Services staff are available by email, phone and Zoom Monday through Friday, 8 a.m.–5 p.m.

- Counseling and Disability Services: Appointments are available via phone and email the week of March 23. Beginning March 30, in addition to phone and email appointments, the option for Teleconsult services (via Zoom, Skype or VSee) will be offered on a limited basis and by appointment only. For crisis management, contact Counseling and Disability Services at (573) 986-6191 or [ucs@semo.edu](mailto:ucs@semo.edu), or after hours, contact the Department of Public Safety at (573) 651-2911. While Southeast is not endorsing any particular company, students are also encouraged to explore services offered by Sanvello (<https://www.sanvello.com/>) and other companies for assistance during this time.
- IT Help Desk: The IT Help Desk will remain open as normal to provide technical support via telephone, email, chat, and in-person. In-person services will only be available at Memorial Hall and we ask you to contact the Help Desk to schedule an in-person visit.
- Mathematics Learning Center & Computer Lab: There will be limited accessibility and personnel are working on remote access and support capabilities. Additional information will be communicated after March 28.
- Center for Writing Excellence: remote delivery of services via Zoom beginning March 30.
- Parking Services will be available by telephone from 8 a.m.–5 p.m. Monday through Friday by calling (573) 651-2310 or by email, [parking@semo.edu](mailto:parking@semo.edu).
- Redhawk Food Pantry: The Redhawk Food Pantry, located in Textbook Rental, is open Monday through Friday, noon to 4 p.m.
- Staff Mentors: While Southeast faculty are working quickly to deliver a high-quality learning experience, several of our staff are training to work with you as Staff Mentors, should you want extra support. Further information will be available the week of March 23.
- STEM Learning Center & Computer Lab: There will be limited accessibility and personnel are working on remote access and support capabilities. Additional information will be communicated after March 28.
- Student Financial Services: Student Financial Services staff are available by email and phone during regular business hours, 8 a.m.–5 p.m., Monday through Friday.
- Testing Services: Testing Services will remain open; however many of the capabilities may be limited by external testing providers. Additional information will be communicated after March 28.
- Transit/Shuttle Buses and WINGS will not run for the remainder of the semester. Paratransit service, for students with disabilities, remaining in residence halls should coordinate transportation needs by emailing [transit@semo.edu](mailto:transit@semo.edu). The
- Tutoring: Tutorial services will be available online via Zoom beginning the week of March 30 for high demand courses. Directions to participate in tutoring will be available after March 28.

## **Public Services & Outreach**

- The Rosemary Berkel and Harry L. Crisp II Museum will be closed until further notice. Interested individuals are encouraged to periodically visit the [Museum webpage](#) for additional information regarding possible online exhibits or engagements.
- The Southeast Missouri State University Autism Center for Diagnosis and Treatment will continue to have normal hours of operation until further notice.
- The University School for Young Children will continue to have normal hours of operation until further notice.
- The Center for Speech and Hearing has suspended all in-person therapy services until further notice. The Center is working directly with clients on alternative service options.
- The Horizons Enrichment Center will continue to have normal hours of operation until further notice.

Southeast Missouri State University continues to monitor COVID-19 and will continue to take proactive measures to mitigate the potential impact of the virus in our community. Our decisions will continue to be made with the health and safety of all of our constituents in mind and with our understanding of how COVID-19 is progressing in the United States. All faculty, staff and students are encouraged to monitor the University's [COVID-19 informational webpage](#) as this situation continues evolve.

As we continue to navigate these uncertain times, we would remind you that each of us has important responsibility in managing this public health crisis. To that end, we urge you to follow CDC guidelines for personal health and safety, which can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/about/index.html>.