

MARYMOUNT

CALIFORNIA UNIVERSITY

March 20, 2020

Dear Faculty and Staff,

Today, Cabinet approved a number of items related to the coronavirus threat:

- MCU is extending online instruction through the rest of the spring semester.
- With our online course offerings and the continuing ability of our students to complete coursework and credits without interruption, we will not offer tuition refunds.
- The Oceanview Campus will remain closed for the rest of the semester, but staff and faculty are working remotely and able to provide services.
- The Villas will remain open through the end of the semester with normal daily operations, including providing three meals a day, security and supervision.
- The university will postpone our annual commencement ceremony and associated celebrations. Because this is such an important milestone for our graduates, we will initiate alternative acknowledgments of their success in the future.

To keep our MCU community as safe and healthy as possible, we need your help. Please do not come to campus unless absolutely necessary. If you must, continue to notify campus safety and avoid personal interaction with social distancing.

If you or someone at your home is ill (even with mild symptoms), do not come to campus. Stay home. This includes employees whose onsite presence is needed for critical operational purposes. If you must come to campus (and you are NOT ill or experiencing any symptoms), we strongly advise only a short visit with no direct personal contact with others. Please use all necessary precautions possible, including social distancing and washing your hands. Do not bring family members, children or pets. If, when you return home (even a few days later), you become ill, immediately notify Human Resources.

I ask that you inform your staff/employees of the above requests. Do not ask them to come to campus unless the work they are doing cannot be done remotely. Any employee coming to campus must follow the necessary precautions to reduce the risk of getting sick. Any and all employees must also stay home if they are ill and/or are experiencing any symptoms (even if they mild).

Many thanks for your continued vigilance! We will get through this. You are doing fantastic work.

Sincerely,



President