



# SAN DIEGO STATE UNIVERSITY

**March 16, 2020**

**TO:** All SDSU Imperial Valley students, faculty and staff

**FROM:** Gregorio A. Ponce, SDSU Imperial Valley Dean

**SUBJECT:** COVID-19 Update: Additional Guidance for SDSU Imperial Valley

Dear SDSU Imperial Valley Community,

As President Adela de la Torre and Provost Salvador Hector Ochoa have just shared, we are moving forward with providing virtual-based services and instruction. This move will allow us to continue meeting our educational mission and objectives during this unprecedented time with ongoing coronavirus (COVID-19) concerns.

To this end, the following applies to the SDSU Imperial Valley community in particular:

## **Laptop Distribution**

Distribution of laptops to staff who will telework begins Tuesday, March 17, from 1 p.m. to 4 p.m. We will have a drive-thru checkout process in the parking lot (we will ask you to secure your laptop in the trunk of your vehicle or another secure location). Contact your administrator if this timeframe does not work due to personal circumstances.

If you need to gather items from your office, email your corresponding administrator for approval before you arrive. If approved, please use street parking and keep your visit brief to pick up only what you need to successfully telecommute from home. All employees are encouraged to do this when picking up laptops, but no later than Wednesday, March 17.

## **Building Access**

Doing work from your office is discouraged and requires approval from your corresponding administrator, as well as my approval.

Personnel pre-authorized to continue working on-site include only the Physical Plant, Information Technology department, Mail/Deliveries team, Security Services, and campus

administrators, as long as social distancing (such as limiting gatherings, reducing activities and limiting visitors, among other recommendations) directions are followed.

Access will be restricted to all buildings except the Administration Building, Information Technology department, and Physical Plant.

### **Mail Services**

We will continue to receive mail and delivery of any items that are in transit. No new orders will be processed until further notice.

### **Other Services**

All tutoring services will now be provided only in virtual format.

Services and programming in Brawley will be redirected to SDSU Imperial Valley virtual platforms and access to the building will be temporarily restricted.

Please continue to practice social distancing guidelines and not gather with more than 10 people, as determined by updated U.S. Centers for Disease Control and Prevention guidelines shared today. Visit the [university's public-facing COVID-19 web page](#) for updates, resources and other information.

Again, I thank you for your patience and support with this endeavor.

Con aprecio,

*Gregorio A. Ponce*  
SDSU Imperial Valley Dean