



OFFICE OF THE PRESIDENT
Dr. Jay Falkner

April 30, 2020

Dear Carl Albert faculty and staff,

Your leadership team continues to evaluate the developments of the COVID-19 pandemic, and as such, make responsible decisions for the well-being of our entire Carl Albert community.

For both campuses, Carl Albert's telecommuting protocol has been extended for an additional two weeks, through May 15th, with possible exceptions based on departmental needs and supervisory guidance. Offices and buildings will remain closed to the general public. Business will operate as normal in a distance-learning/operations format. Computer labs are closed to all visitors. The following information distributed on March 27th remains in effect:

- On both campuses (Poteau and Sallisaw), Wi-Fi services will be available in designated parking lots.
- Commencement services are still postponed; details will be announced at a later time.
- Campus police will regularly patrol both campuses.
- Should any student feel they need to be evaluated by a physician, they are asked to please contact the Office of Student Affairs. Carl Albert works closely with the Health and Wellness Center, and the Center has agreed to evaluate students virtually should the need arise. Telehealth services are also available to employees through HealthChoice.
- Services required for student educational operations will still be conducted via phone, email, teleconference/Zoom, or regular mail. These include Financial Aid, the Business Office, Admissions, Academic Affairs, Student Affairs, Telecommunications, Physical Plant, and Human Resources. **All buildings on campus will be locked at all times.** Students are being asked to please call 918-647-1200 (Poteau) or 918-775-6977 (Sallisaw) to be routed to these offices for assistance.
- Faculty will still conduct their duties through regular office hours either on campus or remotely.
- All campus events are still cancelled.

Your leadership feels that it is imperative to take proactive steps to do our part to help mitigate the spread of this virus by taking practical and wise steps to protect our College community- students, staff, and faculty.

We continue to encourage you to practice the following:

- Self-isolate and practice social distancing, avoiding crowds of 10 or more
- Safe and frequent hand-washing, washing your hands for at least 20 seconds with soap and water, or utilizing a hand sanitizer that is at least 60% alcohol
- Stay home if you feel sick
- Cover your mouth with your elbow when coughing or sneezing
- Routinely clean frequently touched surfaces with a disinfectant

We encourage you to check the [Oklahoma State Department of Health](#) and the [U.S. Department of State](#) and the [U.S. Centers for Disease Control and Prevention](#) websites to find updated guidance. **If you are experiencing any flu-like symptoms, you should remain home, notify your supervisor or instructors, and not report to work or class.**

The Oklahoma State Department of Health encourages anyone who returns from an area with travel restrictions, or anyone who is experiencing flu-like symptoms, to self-quarantine for 14 days and report any concerning symptoms to a health care provider or call the OSDH Call Center at 877-215-8336. Symptoms of COVID-19 may appear in as few as 2 days or as long as 14 after exposure.

We utilize the best resources at our disposal to stay informed of current trends and precautions, and to make the most logical decisions. We feel this decision is in the best interest of our Carl Albert family. As always, thank you for your continued patience and flexibility.

Kind regards,

President Jay Falkner

Carl Albert State College