



OFFICE OF THE PRESIDENT
Dr. Jay Falkner

May 28, 2020

Faculty and staff members,

As we continue to evaluate the developments of the COVID-19 pandemic and attempt to make responsible decisions for the well-being of our entire Carl Albert community, we feel it is time to begin discussing taking steps to return to regular campus operations. The first step toward reopening was to bring our employees back to campus in a safe manner. Beginning Monday, May 18th, all employees reported back to campus, with the exception of those who may be considered “high risk” under CDC and state guidelines. Campus facilities are still closed to the public and will remain that way until further notice. However, the Cabinet leadership looks to re-evaluate this protocol over the next couple of weeks, at which time we will re-evaluate the situation and determine, if necessary, a date to reopen campus buildings. To be clear, summer courses will remain completely online.

Additionally, factors concerning the fall 2020 semester are also being considered. While our plan has not been announced, the Cabinet leadership is evaluating all factors, possibilities, and best practices to determine the safest, yet most productive, manner of instructional delivery for the upcoming fall semester.

We ask that you remain aware of safety protocols already in place. We strongly encourage you to practice the following:

- Self-isolation and 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
- Staying home if you feel sick
- Covering your mouth with your elbow when coughing or sneezing
- Working in your offices, practicing social distancing, keeping at least six feet between you and others
- Utilization of the hand sanitizer stations when entering or leaving a building
- Wearing a mask and/or gloves if you feel led to do so
- Routinely cleaning frequently touched surfaces with a disinfectant

The following protocols will remain in effect:

- On both campus sites (Poteau and Sallisaw), Wi-Fi services will be available in designated parking lots.
- Commencement services are postponed; details will be announced at a later time.
- Campus police will regularly patrol both campus sites.

- 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.
- All campus events are still cancelled.
- Upward Bound will conduct the annual summer program virtually.
- The CASC Café 1507 Food Bank will continue to serve students, faculty, and staff members every Thursday, between 1:00 p.m. and 3:00 p.m. via curbside pick-up at both campus sites.

The leadership team will continue to monitor the situation closely, make sound decisions based on the most accurate data available, and communicate effectively to ensure safety and success. Thank you for your continued patience and flexibility, and for working hard to provide the highest level of education possible!

Sincerely,

A handwritten signature in black ink that reads "Jay Falkner". The signature is written in a cursive style with a large, stylized initial "J".

President Jay Falkner
Carl Albert State College