

# Classes to be canceled for the week of March 23

Dear Students, Faculty and Staff,

To help protect against the coronavirus threat, Salem State University is canceling classes for the week of March 23, 2020. All administrative offices remain open and available during this period, and faculty and staff should report to campus as usual. At this point, there are no cases of the coronavirus on our campus, however, this step is important as we prepare for a number of potential scenarios.

Similar to many other institutions, Salem State is exploring the possibility of moving classes online should such measures be needed. **This determination has not been made yet, and students should plan to attend classes as planned the week of March 30 unless stated otherwise.**

The week of March 23 will allow our faculty and staff to prepare for the possibility of moving courses online should we deem it necessary as we track the developments of COVID-19. Faculty will be hearing from Provost David Silva with additional information and will be encouraged to attend instructional sessions on how to optimize remote learning.

In addition to allowing us time to prepare campus for the possibility of moving courses online, this additional week will allow Salem State more time for campus cleaning and planning our response in the event of a coronavirus case on campus.

This situation remains fluid, and we will continue emailing updates as they become available.

## Student housing information and preparation for possible remote learning

Students will be receiving emails about advising and registration, as well as which on-campus facilities are open between March 16 and 30.

A limited number of students are registered to continue living on campus during spring break. Such accommodations can also be made for the week of March 23 for students who require it. A separate email will be sent to all resident students with more information.

Students will be alerted on their Salem State email accounts by March 26 if the university decides to move all classes online starting March 30. In preparation for this possibility, students should take the steps listed at the bottom of this email.

As the coronavirus disease (COVID-19) continues to evolve, university leadership and the response team meet daily in order to continue efforts aimed at mitigation and the safety of our community. Thank you for your patience and cooperation as we all work together to put safety first at this challenging time.

John D. Keenan  
President

## Students should take the below steps as you leave for spring break. Please check your Salem State email frequently for updates.

1. **Students should take the below steps upon leaving for spring break:**
  - Please bring with you any materials that you would need should Salem State decide to move classes online when they are back in session on March 30 (**remember, we have not decided this yet**).

- Laptop/tablet
  - Charger(s)
  - Notebooks
  - Textbooks
  - Other materials crucial to completing your coursework.
  - Items that you could not do without for some time
- Update your emergency contact information in Navigator.
  - If you need to register for spring break housing, please visit [www.salemstate.edu/housingportal](http://www.salemstate.edu/housingportal).
  - If you have concerns about housing and food insecurity, please contact Rachel Frank at [rfrank@salemstate.edu](mailto:rfrank@salemstate.edu).

2. **If classes are moved to online:**

- **You will be notified by March 26 that classes are online.**
  - Check your SSU email and the webpage [salemstate.edu/coronavirus-preparedness](http://salemstate.edu/coronavirus-preparedness).
- All students should ensure that they are familiar with Salem State's online learning platform, Canvas.
- Faculty are being prepared to move classes online should there be a need.
- If you require accommodations to complete coursework online, please contact disability services at 978.542.6217.

3. **If classes are not moved to move online:**

- Classes resume on campus on March 30.
- Residence halls reopen at noon on March 29.
- Check your SSU email and the website if you are unsure about class status. Visit [salemstate.edu/coronavirus-preparedness](http://salemstate.edu/coronavirus-preparedness).

4. **Be vigilant of cyberthreats.**

The coronavirus threat is being exploited for cyber-attacks. Do not click on any links shared from a source you do not trust. If you receive an email with a link that appears to be from a faculty or staff member that either does not sound like that person or appears suspicious, please email that person in a new message window to confirm that they have shared the link.

If you have additional questions or concerns, you can email us at [SSUcovid19info@salemstate.edu](mailto:SSUcovid19info@salemstate.edu) or call student life at 978.542.6401 (8:30 am to 5 pm).

Dear Colleagues,

As communicated earlier today, Salem State is canceling classes for the week of March 23 - March 27, 2020. All scheduled classes, even those with 25 or more students, will continue to meet in person until spring break begins.

We have canceled classes the week of March 23 in order to give faculty time to reorganize or restructure their courses in the event that instruction needs to move to an online format for either part, or the remainder, of the semester. **Please note that a decision has not yet been made regarding moving classes online. We do, however, need to prepare for this possibility so as to ensure the continuity of instruction for our students.**

On Monday, March 23, and Tuesday, March 24, the Center for Teaching Innovation will be offering a series of workshops for faculty on how to move courses online. These workshop offerings will be added to the list of "Flu-Proof Course" Workshops that are currently scheduled as soon as details are finalized. Workshops will include information on how to make non-lecture courses available online. The remainder of the week – March 25, 26, and 27 – will allow faculty members time to make adjustments to their courses in preparation for classes to resume on Monday, March 30.

[The "Flu-Proof Course" Workshop Schedule can be found here.](#)

In addition, deans and departments are working on plans for practicums, clinicals, fieldwork, and other off-campus coursework. This information will be shared once available.

In recognition of the unique circumstances of COVID-19 and its impact on advising and fall registration, we encourage faculty advisors to be flexible in scheduling appointments and providing virtual options, such as phone, email, zoom or skype. We will also be giving approval for professional advisors to advise day students and remove faculty advising holds for the fall 2020 semester in the event that a student is unable to meet with their advisor. Finally, we are revising the fall registration period as follows: April 6 for seniors; April 7 for juniors; April 8 for sophomores; and April 9 for freshmen.

Thank you for your dedication and commitment to our students as we respond to this rapidly evolving situation.

Please contact me at [provost@salemstate.edu](mailto:provost@salemstate.edu) with any questions.

Sincerely,

David J. Silva, Ph.D.

Provost and Academic Vice President