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United States Department of the Interior

BUREAU OF INDIAN EDUCATION
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MAR 13 2020

Memorandum

To: Students, Staff, Faculty and Board of Regents

From: Dr. Sherry Allison, President 

Subject: SIPI- COVID-19

The SIPI leadership and Emergency Response Team are closely monitoring the ongoing COVID-19 outbreak in conjunction with the BIE leadership. Our top priority is to ensure the safety, health and well-being of the SIPI community. The college leadership has been planning on how the college will proceed.

On **Tuesday, March 17, 2020 at 11:00 AM**, there will be a mandatory “stand down” - all staff and students must put everything aside to participate in a campus wide teleconference/broadcast. Please ensure you, your staff and students are near a campus based phone as we cannot accommodate call-ins. The topics for the “stand down” include information on how the college will proceed: (1) Classes (2) Emergency Responses (3) Student Support.

Ideally a campus wide meeting would be preferred, however, New Mexico has prohibited gatherings larger than 100. We want to follow the guidance set-forth by the State of New Mexico. With this in mind, regrettably, the Spring 2020 Commencement Ceremony will need to be cancelled.

There are five weeks left in the Spring 2020 trimester. We will do all we can to ensure our students complete current classes. Please be aware:

- Vice President Montoya and her team have developed a Continuity of Instruction Plan which includes:
 - Transition of all courses to an online format via Brightspace and Zoom
 - The week of March 16-20, 2020 will be the last week of in-person classes
 - March 30, 2020 online instruction will be begin
 - The end of the trimester will be extended one week to April 20-24, 2020.

[The plan is subject to approval by the Higher Learning Commission.]

More details will be provided during the call on March 17, 2020.

There are many moving parts, Vice President Montoya and her staff have identified action steps which they will share on the teleconference. We are cognizant of our challenges, such as classes

requiring hands on instruction, training needs for Instructors, IT equipment, accessibility of computers and the internet for students, etc....we addressing these issues.

STUDENTS: It is critically important you complete the survey on technological capacity for online instruction. This closes on Monday, March 23rd.

I extend deep appreciation and gratitude to staff and faculty who have contributed their expertise and time as we plan to keep our community safe, and ensure our students complete their courses this trimester.

As a friendly reminder and to ensure the safety of our community, wash your hands frequently, cover your sneezes/coughs, and maintain social distance. As an additional precaution Faculty and Staff should stay home if they are sick. Your colleagues will appreciate your decision to stay home. Supervisors are asked to be flexible and work with their employees to cover their workload and assignments while they are out sick.

Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>