Dear CSE Community:

It is our intention to keep updating you on all that is happening as close to “real time” as possible. Therefore, I’d like to share a few updates based on questions we have been receiving.

Room and Board

As a small college, the College of Saint Elizabeth operates with a very small administrative staff. We are working hard to maintain continuity of instruction and maximize student engagement while also remotely dealing with a multitude of regulatory (federal and state) and operational requests and requirements.

With that said, the College is committed to providing specific information on adjustments related to room and board no later than May 8 as required by federal regulations. We know how important this information is to you and we greatly appreciate your patience.

Deliveries

Students with standing orders for delivery (i.e., shipped items from Amazon or other online distributors) are once again reminded to notify the sender to reroute packages to an alternative address. Please note the following:
- Packages already delivered can be picked up by making arrangements with the mailroom at (973) 290-4331 through Monday, March 30, 2020.
- Any packages delivered after or not picked up by March 30, 2020 will be stored until campus returns to full operation.
- The College will not be responsible for packages remaining or delivered after March 30, 2020.

Security and Safety

Students with appointments to pick up their belongings, those who remain in residence and Essential Personnel are the only individuals permitted on campus. When arriving on campus, please remember the following:
- Stop at the guard house to check in and check out; and
- Please do NOT drive around the orange cones.

Faculty

- Please complete a CARE report for students who report missing class because they are not feeling well or who have expressed something that is of concern to you (i.e., technology issues or other stressors). Appropriate staff will respond directly to the student;
- Please remember in accordance with HIPAA regulations, all information about student health is to be handled with strict confidentiality.

Health and Wellness

A continued reminder to students, faculty and staff:
- If you are not feeling well, it is crucial that you self-isolate and contact your healthcare provider for further instructions, including potential testing.
- It is essential that students contact CSE Health Services at (973) 290-4175 and that faculty/staff notify Kristi Russo, Director of Human Resources, at krusso@cse.edu or (973) 290-4478 no matter where or when tested for COVID-19.

Given the nature of COVID-19, it is difficult to know when and where you first came into contact with the virus. Therefore, information about testing will allow CSE to work with public health officials to implement response measures, including appropriate contact tracing. By providing accurate and timely information, you will help ensure the health and safety of the campus community. If CSE or your local health officials contact you as part of contact tracing, it is important that you follow the public health guidelines provided.

Additional Information

- The CSE coronavirus website has a wealth of information, including:
  - General Health Information About COVID-19;
  - All campus communications on COVID-19;
  - Information on academic options, such as pass/fail options;
  - Protocol for employees notification to HR and Family Medical Leave Act;
  - Resources within the wider community.

I say this often, but I can’t say it enough, thank you for all that you are doing. Together, we will get through this as we live the CSE mission of "service in leadership to other" now more than ever.

Please stay safe and be well.

Sincerely,

Helen J. Streubert
President