



March 5, 2020

Dear Faculty and Staff,

On Monday, March 2, you received a communication from Chancellor Cunningham that provided information about the novel coronavirus (COVID-19). This communication outlined precautions being taken by the National University System and all of its affiliates. I want to assure you that the safety and well-being of every student, faculty, and staff member is our top priority. Consequently, we are taking these precautions immediately.

As news changes daily, we will provide updates on university-specific responses to COVID-19. We have assembled a team charged with activating a series of specific policies and protocols consistent with System guidelines and designed to help reduce the risk of exposure to COVID-19 to the greatest extent possible. We will share these policies and protocols in coming days.

At this time, there are no known cases of COVID-19 at any National University campuses. All facilities are open and operating under normal schedules. If there are changes, we will communicate with the campus(es) directly.

We are closely monitoring updates from the [Centers for Disease Control and Prevention](#) (CDC) and [California Department of Public Health](#). We encourage you to familiarize yourself with these sites and to continue to follow CDC-recommended precautions. Please note that we are making efforts to distribute appropriate supplies and materials to all NU campuses.

A few reminders:

- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
 - If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60 percent alcohol. Always wash hands with soap and water if hands are visibly dirty.
- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands immediately after.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Follow CDC's recommendations for using a facemask.
 - CDC does not recommend that people who are well wear a facemask to protect themselves from respiratory diseases, including COVID-19.
 - Facemasks should be used by people who show symptoms of COVID-19 to help prevent the spread of the disease to others. The use of facemasks is also crucial for health workers and people who are caring for others in close settings (at home or in health care facilities).

Times like these can be stressful. Please extend the same kindness you would normally express to colleagues and students. Remember that NU is a diverse community that values compassion, understanding, inclusivity, equity, and global engagement.

We will continue to send updates with specific university procedures regarding COVID-19. Questions regarding the status of COVID-19 at NU or following a particular guideline should be directed to safety@nu.edu.

Sincerely,

A handwritten signature in blue ink that reads "David W. Andrews".

David W. Andrews, Ph.D.

President of National University

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