



March 6, 2020

Dear CDU Students, Faculty and Staff:

As part of our commitment to communicate with you promptly and transparently regarding the rapidly-evolving novel coronavirus situation, I wanted to address a couple of important points:

1. First, a comment on the overall situation. Los Angeles County and the State of California have declared a “state of emergency” regarding the novel coronavirus. This is primarily a formal declaration that allows our government to more quickly free up resources, funding and people to devote to the situation. It does not change how individuals or organizations are implementing measures to respond to COVID-19. Be cautious and smart, but don’t be alarmed.
2. The basic public health measures mentioned earlier still apply:
  - Wash hands frequently
  - Avoid hand-to-face contact
  - Cough or sneeze into the inside of your elbow
  - Discourage hand-shaking (bump elbows instead)
  - Stay home if symptomatic

Additionally, to keep all public surfaces as clean as possible, CDU has hired a new custodial staff person primarily responsible for detailed cleaning of public areas. This includes handrails, door handles, classroom desks, public counter spaces and all areas associated with public contact. The daily remediation of public areas will continue as long as necessary.

3. ***Importantly, CDU is open, and all classes are in session. No University class has been cancelled or rescheduled at this time.*** Like all universities and businesses, we are monitoring local and national public health bulletins and guidelines and will follow their directives. But the University is open and will remain so. All classes are being taught as scheduled. However, CDU is working to develop mechanisms to allow for remote education and employment activity, ***should the need arise.***
4. To continue to give you the latest information on the novel coronavirus, we are establishing a “Coronavirus Update” link on the home page of our website and will post updates frequently

there. You can find it [here](#). Please check it for the latest news and links to other resources and information.

5. We are planning for all contingencies with regard to COVID-19 in order to protect the CDU community. We will notify you of these details via our "Coronavirus Update" page on our website.
6. We will be communicating frequently on this as the situation continues to evolve. Thank you for your flexibility.

A handwritten signature in black ink, appearing to read "David M. Carlisle". The signature is fluid and cursive, with a large, sweeping flourish at the end.

Dr. David M. Carlisle, President/CEO  
Charles R. Drew University of Medicine and Science