



Center for Student Life and Leadership Development
College of San Mateo

To: All Club Officers and Advisors
From: Aaron Schaefer, Student Life and Leadership Manager
Date: Wednesday, March 11, 2020
Re: Cancellation of Club Events, Activities, and Travel

Yesterday, the College Administration announced a moratorium on all events/activities (both on- and off-campus) that are deemed “non-essential” through April 5. So, what does that mean? **Effective immediately, ALL club meetings, on-campus activities, off-campus activities, and travel are suspended. There will be no exceptions.**

- If you would like to reschedule any events or activities that are scheduled between now and April 5 that were previously approved, please e-mail me directly at schaefera@smccd.edu to make arrangements.
- If you have any activities or events planned for after April 5 but have not yet received approval, please feel free to turn in your paperwork. I will be approving these provisionally, but please be aware that the moratorium could be extended further into April.
- If you have an event or activity scheduled for after April 5 that has been approved, please plan to proceed with the event but keep in mind that the moratorium could be extended.
- If you need to meet for planning purposes, please do so on-line or via text message, not in person.
- If you are planning for any travel in April or May, please hold off on making any purchases or reservations until further notice.

ASCSM Student Senate will not be considering any funding requests until after the moratorium ends. Clubs are free to continue to make funding requests for events in April and May, but ICC/Senate will not be considering them until after Spring Recess. Please be aware that ICC meetings are suspended until further notice.

Lastly, I have been asked several times whether or not our district campuses will be closing. I honestly don't know. I do know that District and College Administration are putting a plan in place in the event that an extended closure becomes necessary, but I don't know if or when

that might happen. Please make sure to check your e-mail regularly for updates from the District. You can also visit <https://emergency.smccd.info> for updates.

Please remember:

- If you are sick stay home. If you feel you might of COVID-19, please contact a medical professional. Do not come to campus.
- Wash your hands regularly and for at least 20 seconds. If you cannot wash your hands, use hand sanitizer.
- If you cough or sneeze, please do so into your elbow, NOT into your hands. Avoid touching your face.
- To the best of your ability, try to maintain a 6 ft. social exclusion distance from people, particularly if they are sick.

If you have any questions, please contact the Center for Student Life and Leadership Development.