



March 17, 2020

Dear Woodbury Campus Community,

With the COVID-19 pandemic affecting the world, we face unprecedented challenges to meet the multiple recommendations that affect our community, our city and our day to day lives. We know you are following media reports as the situation intensifies. As such, we would like to take this time to provide updates on Woodbury University's plans moving forward. The State of California has implemented measures in conjunction with the advice of the CDC to halt all gatherings with 50 people or more and just yesterday, the federal government issued recommendations reducing the number to 10.

Due to these recent events, the University is taking the following steps to develop stronger social distancing protocols:

1. Distance Learning - We made a decision to complete the academic semester online. The remainder of this week, our faculty will be working off-campus to finalize the move to virtual learning while working out further particulars. Our IT Team has been instrumental in setting these platforms up.
2. Remote Work Schedules - Our staff members and faculty will work remotely beginning on Wednesday, March 18, 2020 until further notice. Instructions have been sent, and Woodbury will continue to provide critical support to our students that they deserve.
3. Campus Events – the following events will be cancelled:
 - a. Woodstock
 - b. Fashion Show
 - c. Grad Fairs
 - d. All other events leading up to Graduation
4. Graduation--Woodbury recognizes how important the commencement ceremony in May is for all of our graduates. Given the current situation, we will be reviewing alternative ways to celebrate your successes. The currently scheduled date of May 9 will change. We are monitoring the situation closely and will be providing you updates as they become available. Students will receive their diplomas upon completion of their degree requirements no matter in what form commencement celebrations take place.
5. Campus Housing--For our students who live in the residence halls, we recognize that our classes are now virtual and do not require your physical presence to participate in the valuable learning that will be taking place this semester. We realize that many of our students left for spring break, and many did not or were unable to do so for a range of reasons. For those who stayed in university housing, please be assured, we will continue to provide housing, food, and support as we work with each of you to find a solution that fits your circumstances. Please reach out to housing@woodbury.edu for further information. In addition, please refer to the email from Shannon Savage containing more details.

6. Library -- The library facilities (Burbank and San Diego) will be closing as of end of day Friday, March 20. Please plan to stop by the library **before 5 p.m. Friday** to borrow any physical books, DVDs, etc. that you will need until the end of the semester. After Friday, the only library material that will be available will be online resources.

The librarians will be providing virtual reference & research assistance via our chat service and email. The hours for virtual service will be 8 a.m. – 11 p.m. Monday – Thursday, 8 a.m. – 6 p.m. Friday. No weekend services. This may change depending on demand, either more or less.

7. Campus Buildings Protocol

- a. Food Service—will remain open with limited hours while students remain on campus.
- b. Bookstore—will remain open with limited hours while students remain on campus.
- c. Other Campus Buildings—will be sanitized and locked down until further notice.
- d. Architecture studios in Burbank and San Diego - will be locked down starting Wednesday, 18 March, at 5pm. If you are unable to pick up your belongings before then, please note that your belongings are safe and you will be able to pick them up at a later date.

Please be on the lookout for updates on our process for providing pro-rated refunds for housing as we are working through on how to accomplish this best. These transactions will take place at a later time and we appreciate your assistance.

If you are a student who lives on campus and has left for spring break, we ask that you do not return to retrieve your belongings until notified. We are working to provide a safe and effective way to accommodate this process. Please note that your belongings are safe, and all rooms will be locked and monitored by campus security.

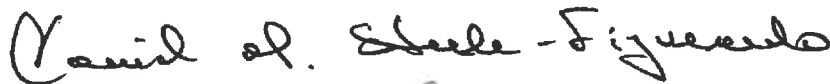
The health and well-being of our Woodbury community is our first priority. Due to the latest social-distancing practices, we believe that by implementing our latest changes, we can keep everyone safe.

Should you have further questions, please reach out to HelpDeskCampusSecurity@woodbury.edu. Also, visit our website www.woodbury.edu for the latest information.

Our objective is to ensure the safety and security of all members of the Woodbury family. We will continue to communicate with you on specific areas. Clearly, we are faced with fast-changing developments and recommendations from various government entities at the local, state and federal levels; and we will continue to keep you updated.

We deeply appreciate your understanding and collaboration during this time of unprecedented national emergency, both socially and economically. We are a very resourceful nation that has faced many crises in our history and I am personally confident that we shall prevail during this global pandemic.

Sincerely,



David Steele-Figueroa, Ph.D.
President