



**WOODBURY
UNIVERSITY**
FOUNDED IN 1884

OFFICE OF THE PRESIDENT

March 20, 2020

Dear Woodbury Campus Community,

California, Los Angeles County and the City of Los Angeles, along with various other surrounding cities issued **Stay at Home** and **Safer at Home** emergency orders late yesterday. The emergency orders require residents to stay inside their homes unless they are engaged in certain “essential activities”. Accordingly, these orders include specific exceptions that apply to educational institutions. For the purposes of providing distance learning, we will not be closing campus. An evaluation of essential personnel is underway with the intent to reduce our workforce on campus even further.

While we recognize that most of our community members are not on campus, we would like to remind you that all of our services are functioning, and for this I thank everyone for your swift efforts to continue with our operations. As such, our school nurse Audrey Herriford is available for any health-related correspondence. Specifically, if you believe you are showing symptoms of the COVID-19 Virus, you can fill out [this form](#), which notifies Audrey of your concern. She is also available by phone at (818) 252-5238 or email julienne.herriford@woodbury.edu. Our maintenance department in collaboration with our janitorial personnel are working to disinfect and deep clean all buildings on campus. The Campus Security Team continues to provide 24 hours a day, seven days a week protection, and assistance.

We recognize that this is a stressful time for our community and want to ensure you are practicing self-care. Our counseling services will continue to be available. Kindly reach out to them directly at 818-252-5237 or via email to Ruth.burgher-gibore@woodbury.edu.

To effectively practice social distancing, Woodbury University now requires all community members who come onto the Burbank Campus to check in with Campus Security at the front gate. Our Cabrini Drive pedestrian and vehicle entrance is closed for access. We have reached out to our neighbors in the area and kindly asked them to no longer access campus until further notice. With our front gate serving as our only entrance, an ID is required, and your information will be recorded. Again, only individuals who are cleared to work on campus and our housing students are allowed to enter. In addition, our mailing room is open for the time being. However, we ask that all community members no longer have mail sent to campus. Effective immediately, we will no longer allow community members to come onto campus to pick up mail. Housing students who have obtained approval to live on campus will not be affected.

Woodbury University is committed to practicing social distancing, as our top priority is the health and safety of our community members. We wish our students success in their academic endeavors this semester and look forward to continuing our operations to best support our students. As always, should you have further questions, please email HelpDeskCampusSecurity@Woodbury.edu. For housing questions, please email housing@woodbury.edu.

Once again, I appreciate your cooperation during these times.

Sincerely,

David Steele-Figueroa, Ph.D.
President