



Message to Staff

3-14-20

5:31 p.m.

Sent from President Melby (President's Office Email box) to AnnouncementsAllStaff

Dear Staff,

With the closure of area school districts and the continually evolving situation with the Coronavirus, I want you to know that I understand your concerns for caring for your family and yourself. As such, I have asked supervisors to use the next few days to prepare their direct reports for working remotely.

Here is some guidance as we proceed:

- Staff who are able should report to campus Monday to make preparations.
- If you are unable to report Monday due to child care or other issues, contact your supervisor so you can make plans for working remotely; you **should not** bring your children to campus.
- Supervisors are being asked to provide flexibility as we make these moves.
- If you don't think you have the resources to work from home and want to continue coming to campus, discuss a plan with your supervisor that keeps social distancing in mind.
- Staff who are deemed essential for working on campus will receive communications from their supervisors.

Additional information:

- We are working on a plan now to begin closing the residence halls for the remainder of the spring semester, but with an awareness that some students may not have other options. A message will go directly to resident students from the Vice President of Student Affairs with a hotline for students to call for additional information.
- Plans are being developed on how to proceed with work study students.

Because this situation is changing rapidly, there will be additional details to work through as we proceed. I ask you to be patient and flexible and to monitor your email for updates.

Diane E. Melby