



Message to Employees

3-21-2020

8:32 p.m.

From President Melby to faculty and staff from President's Office email box

OLLU campuses will close on March 24 at 5 p.m.

Dear Faculty and Staff,

Cities and states across the nation are announcing shelter-in-place orders to curb the spread of the Coronavirus. In an effort to protect our students and employees, Our Lady of the Lake University is ready to close our campuses and provide all services remotely. As such, by **Tuesday, March 24, at 5 p.m., all OLLU campuses will be closed, and all services will be provided through online/remote access.**

Employees should use Monday and Tuesday to complete preparations for remote services. All preparations must be complete by Tuesday at 5 p.m.

Additional instructions:

Reporting to campus Monday and Tuesday – Employees who are already prepared for working remotely do not need to report to campus on Monday unless instructed by their supervisor; it is no longer necessary to keep offices open if you are ready to provide remote services.

Facilities Management Staff –

- Facilities Management employees should report to campus on Monday to receive specific instructions for working during this time. If you are unable to do so for health or childcare reasons, please contact your supervisor directly
- After Tuesday, some Facilities Management staff will be on a rotating schedule and on call when not on schedule.

Essential Employees – Employees deemed essential will receive instructions from their supervisors.

Student Services – Most student services including the library, tutoring, writing and math centers, the Help Desk, counseling services, health services, student success coaches, and services for students with disabilities are already available online or through other remote access. Students should be directed to the website for information on accessing services:

<https://www.ollusa.edu/health-safety/emergency-preparedness/coronavirus-information/remote-access.html>.

Services for Employees – A SharePoint site is being created to provide employees information on accessing services specifically for employees. These include Human Resources, Payroll, Accounts Payable and others. This site also will be used for posting communications just for employees.

University Post Office – The Post Office will be operational; information on mail distribution will be provided by Tuesday.

Access to Campus after Tuesday – After Tuesday, March 24 at 5 p.m., employees who need to visit campus must contact University Police to request a scheduled visit time; please limit to essential visits. To schedule a visit, email police@ollusa.edu.

Work Study – The university will allow work study students to work remotely if the students wish to work. If you have work that your student can do remotely, please contact them and provide instructions. If you do not have remote work they can do, they will be redeployed to another area. The Student Employment Office will provide additional information next week.

Computer Labs – Computer access for students will be available in the Cyber Café and the 24-Hour Computer Lab in the Sueltenfuss Library on the San Antonio campus and in designated computer labs on the Houston and Rio Grande Valley campuses. Computers are set up to allow for social distancing, so a very limited number are available. Students will need their OLLU IDs to enter through swipe-card access. **NOTE:** If a shelter-in-place mode is enacted by local or state officials, the university may need to close these spaces.

Residence Halls – Students who were granted exceptions for remaining in the residence halls will be allowed to remain and will receive information about dining services from the Residence Life Office. Students who have not yet removed their belongings will receive instructions from Residence Life.

Communications – Please monitor your university email for updates and additional information.

Remote Operations will Continue Through April 16 – University administration will assess the situation and provide an update by April 16 on whether campuses will remain closed.

Sincerely,

Diane E. Melby
President