



Message to Staff

7-13-2020

1:40 p.m.

From President Melby to Staff from the President's Office email box

Updated plans for summer, fall

Thank you to all the supervisors and employees who have been coming to campus during our adjusted Phase II to help finalize supply lists and work-space modifications. Your efforts are helping us prepare for the fall.

Based on guidance from local authorities, we have made the following adjustments to our planning. These are OLLU's plans for the remainder of the summer and for the fall semester. Plans could change depending on the situation.

- We will not be requiring all staff to return to work on campus on a daily basis or on a traditional work week schedule.
- Supervisors will create rotating schedules for staff in their areas based on the needs of the university for fall semester preparation and beyond.
- In order to accommodate staff needs, rotations can include evening and weekend hours when possible. Special arrangements such as these should be reviewed by the division's chief administrator.

Supervisors are directed to:

- Create a rotating schedule of employees in your area that allows the unit to meet the needs of the university for fall preparation, and regular fall operations when the semester begins;
- Review schedules with the vice president or chief of the division; and
- Communicate the schedule to staff in your area and provide adequate notice for staff when they need to work on campus.

The goal of rotating and alternative schedules is to have fewer people on campus at any one time, but still provide our students services through in-person and remote options. There are a number of scenarios that supervisors can employ to create these

schedules. Schedules will be created to accommodate the needs of our students while accommodating the needs of our staff to the greatest degree possible.

Until further notice, all employees who will be working on campus are required to submit a Screening Questionnaire and have a temperature check at OLLU's Screening Station. The Screening Questionnaire and instructions for accessing campus will be sent to you by email. If you have already submitted a questionnaire, you do not need to submit one again.

We appreciate all you are doing as we work through these unprecedented times. As we did in the spring semester, we will continue to adjust and communicate plans to respond to what is going on in the larger communities that we serve.