

COVID-19 Emergency Preparedness Task Force
March 13, 2020

Updated Information for students, staff, and faculty

For Employees:

1. Social Distancing is a continued area of emphasis per communications from the CDC. Moving to on-line/remote learning has created opportunities to relocate workers from overly dense areas. All requests for adjustments to work environment should be communicated to a member of the Human Resources Department. These requests will be reviewed by the Emergency Preparedness Task Force, and decisions will be based on University policies and the needs of all of our employees.
2. Childcare. Leadership at the University appreciates the challenges brought on by temporary local school closures. Should these challenges prove problematic for employees, we ask that you immediately communicate the issue of concern to Human Resources. The Emergency Preparedness Task Force will meet to address the concerns raised. Children should not be brought to work.
3. Correction: One on-One Meetings: Due to concerns raised at today's manager's meeting, we have modified one statement from yesterday's document regarding on-line learning. One-on-one meetings will be permitted, assuming that the meeting involves no more than two people. Nevertheless, faculty/staff are encouraged to consider alternative methods to accommodate virtual meetings.
4. Retail food outlets on campus will be closed as of Sunday evening. Limited food options for employees are being considered.
5. Work Study students essential to the needs of a specific department may continue to work. Students may not stay on campus *in order* to do work study. All student work must be done on campus; there will be no remote work study duties assigned.
6. Questions regarding the University's response to the COVID-19 crisis can be addressed to the Emergency Preparedness Task Force consisting of Kit Foley, Erin Kilduff, David Rehm, Mark VanEtten, and Bob Zavada.

For Students:

1. Social Distancing: Students are strongly discouraged from spending time in large group settings (concerts, bars, other public venues). This is the quickest way for the disease to spread; please be safe.
2. The Bevevino Library will be open. Hours are as follows:
Saturday, March 14: 10-5
Sunday, March 15: 11-6
Monday through Friday, March 16-March 20: 8:30-4:30
Hours for next weekend and the following weeks will be determined next week and communicated in a timely manner.
3. Work Study: Assignments essential to the needs of a specific department may continue (verify with your supervisor). Students may not stay on campus *in order* to do work study. All student work must be done on campus; remote work study duties are not authorized.