

TO: All Rhodes State College Employees

FROM: Dr. Cynthia E. Spiers, President

DATE: March 20, 2020

SUBJECT: COVID-19 Office Schedule and Remote Work Provisions

The College will continue to operate through remote technology. Only personnel with essential functions are permitted on campus. Essential functions will vary throughout the COVID-19 period and will be determined by each Cabinet member or designee. All Rhodes State College face-to-face meetings and student interactions are expected to be done via phone or video conferencing (Zoom, Microsoft Teams, Canvas, FaceTime, etc.).

**Effective March 25, 2020**, non-essential personnel that need to pick up something on campus must contact Security at 419-995-8499. Use the time between now and March 25, 2020, to ensure you have all necessary materials and equipment needed to work remotely.

Employees who are unable to work remotely should work directly with their supervisor and Cabinet member to determine alternate work assignments to maintain your current work hours through March 31, 2020.

For essential personnel, **RHODES STATE COLLEGE** mail will be delivered on Tuesdays and Thursdays to the following locations:

Area/Dept.	NEW Delivery Point
President's Office	KH 204
KH Academic Affairs	
KH IT	
KH Workforce	
All Science Bldg/Galvin Hall 2nd	
JJC Faculty	
JJC Development/Marketing/PR	Development Area
All of Cook Hall, including Dental Clinic	Cook 224
Tech Lab	Tech Lab 102
All of Public Service	PS 226 Mailroom

Keep in mind this is an evolving situation. We will continue to update the Rhodes State College community as the situation changes. We appreciate all of the work you continue to provide to our students and the support you provide to each other. Please be safe.