

TO: Rhodes Faculty and Staff
FROM: Cynthia E. Spiers, President
DATE: March 23, 2020
SUBJECT: **STAY AT HOME EXECUTIVE ORDER**

Rhodes State College has made revisions related to campus access that are to be enacted tonight (11:59 p.m. March 23, 2020). This is in response to the **Stay at Home Executive Order from Dr. Acton, Director of the Ohio Department of Health, and the Governor**. This includes the following:

Doors will be locked for each building effective March 23, 2020, at 11:59 p.m. For the health and protection of our Rhodes State family, Security will not allow unapproved employees into buildings. **Do not use your own key to gain access to buildings or offices.**

SAFETY PROCEDURES

- If you have any indication that you have a **cold, cough, runny nose or other respiratory symptoms** or are just not feeling well, do not attempt to come on campus even if scheduled. Always take your temperature before coming to campus; your temperature must be **below 100 degrees**.
- Maintain 6 feet between you and others at all times.
- Use hand sanitizers where available.
- No food should be brought into the building; Do not dispose of food in the waste cans after today, March 23.

ACCESS TO BUILDINGS

Essential Functions: These are minimal. We expect you to work remotely.

- a. If you are engaged in an essential function, you have been notified and will receive an email verification with your essential function. We understand this may be required by authorities outside of the College.
- b. A schedule for those meeting the essential function explanation which will be shared with Security by the end of the day.
- c. While on campus, no one is to use common space (e.g. kitchens, lobbies, vending machines, etc.) other than restrooms.
- d. When you are finished on campus, notify Security (419.995.8499) so they can lock up and notify Maintenance.
- e. Maintenance will work with our custodial staff to clean any areas in which employees entered/worked.

Exception Protocol: If you are not on the Essential Function list, but need to come to campus (*e.g. to pick something up to do your work*), you are required to:

- a. Notify your Cabinet member who will decide the necessity for you to be on campus. Faculty should contact your Dean first; your Dean will contact the VPAA.
- b. If permission is granted, the Cabinet member will contact Security, who will open your building and office.
- c. No one entering on an exception is to use common space (e.g. kitchens, vending machines, lobbies, etc.); restroom use is permitted.
- d. When you are finished on campus, notify Security (419.995.8499) so they can lock up and notify Maintenance.
- e. Maintenance will work with our custodial staff to clean any areas in which employees entered/worked.

MAIL

- Scott Bartlett will deliver mail on Thursdays to the designated areas listed below.
- Everyone must use gloves when sorting and opening mail and any boxes or packages.

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

FUTURE COMMUNICATION

- Another email will be coming yet this week regarding the following:
 - Survey to students, faculty and staff
 - Summer Session and Fall Semester
 - Marketing
 - Graduation

We appreciate your patience and understanding during this time as we focus on the safety of you, your colleagues and our students. Please stay safe and stay well.