March 20, 2020

Campus Community,

This afternoon, Gov. Andrew Cuomo signed an executive order, "New York State on Pause," that further restricts each of us living in the state.

The effect on our campus is direct and is as follows:

--> Most employees will not come to work here. The definition of "essential" is more limited than before. It is focused on employees whose work is necessary to provide for the much more limited number of students remaining on campus, the maintenance of facilities themselves and the servicing of new remote distance learning frameworks. A list of offices in which those employees work is below.

--> Supervisors will identify which employees in essential functions need to report to work here. We understand individual circumstances come into play. Also, all employees in a given area may not be necessary for that office, particularly as the on-campus student population will be a very small percentage of normal. Some employees in other offices may be temporarily asked to assist in essential areas.

--> Employees who do not need to be here should not come to campus. Consider all offices not otherwise identified below as functioning remotely. Faculty, for example, can access offices if needed, or come to do distance learning. But they should not stay here or have meetings on campus. No offices should be handling walk-up customers or providing face-to-face service.

--> Correspondence and functioning will be done remotely to serve students and the public. Each area has developed approaches to serving students remotely to enable us to continue operations. This is the priority. Continue to refine these through the next week or so.

These restrictions are in place until further notice. As they are, please know the health and safety of all employees is a college priority. It is one that we are taking even more seriously in light of the current environment.

Many students have moved out of residence halls and continue to do so now. The ending population will consist of international students, many of whom have not left, and those with a particular hardship.

I appreciate your understanding through this week and COVID-19 restrictions have continued to develop. I thank you for your continued dedication to our students as we move into next week and remote distance learning. Why we are here doesn't change, even as our approaches adapt.

The full list of offices in the "essential" category is below. If you are in one of those
offices, please see your supervisor for details.

Dr. Alexander Enyedi
President

List of Offices:

**Academic Affairs**
Classroom and Customer Support Services
Computer Information Systems
Computing Systems and Desktop Support
Helpdesk
Technology-Enhanced Learning

**Administration and Finance**
Capital Planning & Construction
Central Heating Plant
Dining Services
Grounds Maintenance
Janitorial
Mail Center
Maintenance and Operations Center
Maintenance Trades
Warehouse

**Enrollment & Student Success**
Angell College Center
Campus Housing and Community Living
Emergency Management
Student Health and Counseling Center
University Police