

From: [Lanthier Bandy, Julie M.](#)
Subject: An Important Update from Dr. Jack Kahn
Date: Wednesday, March 18, 2020 6:51:42 PM

Dear Faculty and Staff,

There have been questions as to the status of returning to offices and buildings to gather personal items or items needed to work remotely. The cleaning and sanitizing of common areas and buildings has already started. However, we understand that this week has been extremely unusual and very busy as we have actively moved toward remote course delivery and working remotely. If you require access to your office or work area, please commit to coming to campus to retrieve items by 5 p.m. Friday, March 20. After 5 p.m. on Friday, March 20th the buildings will be secured for cleaning and sanitizing.

When we return from Spring Break, the staff presence on campus will be very limited and include individuals who are critical to the operation of the College and who's work requires them to be on campus. It is also very important to understand that our local, regional and state government agencies can quickly change our level of operations on campus, although we are hopeful that this won't occur.

Lastly, as of end of day today, there will be no face-to-face interactions with students. All interactions have moved to a remote status only. The Food and Nutrition Center is still taking online orders and orders will be provided to students in a designated area in lot 1 or lot 2.

Please be sure to connect with your supervisor or manager if you have ANY questions. It is super important for you to have the information you need and for you to have the support necessary to work remotely.

Thank you for all you do to Make It Possible for our students.

- Jack