

Dear Colleagues,

As you are probably aware, Governor Baker imposed an executive advisory earlier today instructing “non-essential business” businesses to close. This advisory will take effect at noon on Tuesday, March 24, 2020 and last until noon on April 7, 2020. There are numerous exemptions listed in the advisory issued by the Governor, including “colleges, and universities for purposes of facilitating [remote] learning, provision of school meals, or performing other essential student support functions, if operating under rules for social distancing.” There are many additional exemptions in the Governor’s advisory that exclude functions performed by many of our employees. We believe that we are currently in compliance with the Governor’s advisory.

Please be aware that campus remains open, although with limited access to some buildings. While many employees are working remotely, some need to be on campus to provide necessary services including:

- Remote learning (i.e.: Information Technology, Academic Technology, etc.)
- Campus Police/Public Safety
- Facilities/Power Plant
- Mail Room
- Staff supporting students who have been approved to remain in residence on campus

If you believe you can work remotely through April 7 but haven't yet discussed this with your supervisor, please contact them, submit to them a written remote work plan, and complete an [interim telecommuting guide](#). If you remain on campus because you are fulfilling a necessary responsibility, please remember to practice social distancing. If you are not certain as to your individual role and ability to work remotely in the crisis situation we face, please immediately speak with your supervisor.

For faculty, please note that we are continuing our transition to remote learning beginning March 30. Access to faculty offices will remain available for work purposes at this time. You may also continue to set up remote teaching support appointments with Academic Technology and the Center for Teaching and Learning, in-person or remotely. Please [click this link](#) to schedule an appointment if necessary. This advisory does not impact the residence area move-out process; students are still allowed to pick up their belongings as scheduled.

As a community, we will work through this together. I encourage you to reach out with questions or concerns to your supervisor, the executive responsible for your area, or me, and we will make our best efforts to resolve them. Thank you again for your understanding and patience.

Sincerely,

Barbara Chaput  
Director of Human Resources/Payroll Office