

SUBJECT LINE: Employee Information Update March 16

We hope this week is off to a good start for everyone in the midst of a very unusual time for our community and country. As every new day brings changes and additional guidelines recommended by local, state and national authorities and experts, we have the additional information to share with you about the schedule for the next several weeks. Some of this is information that you already have, and some are additions or changes.

Operating Schedule

March 16-18: Offices are open as scheduled.

March 19-20: Offices are closed as planned for all employees to enjoy these days off because of the generosity of the entire community's giving during the Family Campaign.

March 21: Residence halls open for students who request housing due to internships, clinicals, jobs or other needs. This was previously announced and students have contacted Student Life to request access to housing for the week of March 23-27.

March 23:

- Graduate classes resume. Each program will contact students about the schedule and delivery of these programs.
- Lipscomb Academy resumes classes in a remote learning format.

NEW - March 23-27: Remote workweek for non-essential employees. The institution has designated this week as a remote workweek for non-essential employees. Although many employees will be working from home, these are "regular" workdays and employees working remotely are expected to be "on call and available" to complete assigned work during normal business hours. Employees who are not available for work during this week should take vacation or sick days, as applicable. **Please see more specific guidelines from human resources [here](#) for additional details on working remotely.** If employees need to come to campus to gather items from their office to be able to work from home, they may do so at their discretion. Please contact campus safety at 615-966-7600 if you need assistance accessing a specific building or office. Essential employees who need to work on campus during this week will be notified by their supervisors.

March 28: Residential students may return to the dorms. This is not a requirement for students, and they may on their own opt out of returning to the dorms at this time. Residence halls, dining services, Lipscomb University Health Services, counseling services and all student support services will remain open.

March 30: Employees return to on-campus work and classes begin online for undergraduate students.

On-Campus Events

As previously announced, all events through April 30 are cancelled. Additional information about events taking place after that time will be shared in the near future.

University-Related Domestic Travel Restrictions

In addition to the policies in place regarding university-sponsored international travel, we are now restricting **university-related domestic air travel and travel by any public transportation means (such as buses, metro, trains) that meets [CDC travel guidelines](#)** until notified otherwise. (This DOES NOT include using public transportation for personal use or to get to and from work.) Employees should cancel any university-related domestic travel through May 9 that meets these criteria or guidelines and may not schedule university-related travel of any kind past May 9 without permission from Lipscomb's Office of Risk Management. This is in keeping with travel policies that a number of other organizations have recently implemented and is in keeping with best practices issued by the CDC. For personal domestic travel, you are encouraged to continue to follow [CDC U.S. travel guidelines](#) and are encouraged to use caution when traveling to minimize risk to others and to follow CDC guidelines for personal preventive measures.

Communication

Please continue to visit our resource page lipscomb.edu/COVID19 as information is being updated daily. You will also continue to receive email updates as there is new information to share. Students are also being communicated with from key offices on campus as well as general updates along the way.

Thank you for your continued patience during this unique time as well as your unwavering commitment to our students and to continue to serve them as you always do regardless of the circumstances.