

March 27, 2020

SUBJECT LINE: Remote workweek March 30-April 3, Limiting Campus Access, Post Office Reminder

We encourage all employees to regularly check the information posted on the COVID-19 [Employee Information](#) webpage.

In this email, employees will find important news and updates on the following topics.

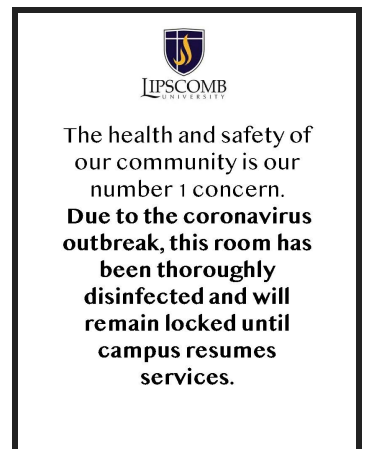
1. Continuation of Safer at Home Work Schedule
2. Limited Campus Access
3. Post Office Schedule and Mail Pickup

1. Continuation of Safer at Home Work Schedule March 30-April 3

The Safer at Home order issued by Nashville Mayor John Cooper extends through next week so March 30-April 3 will continue to be 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. Please see more specific guidelines from human resources [here](#) for additional details on working remotely. Essential employees who need to work on campus during this week will be notified by their supervisors.

2. REMINDER: Limited Campus Access

Access to campus facilities is limited in order to maintain the disinfecting services once they are completed. As a result, anyone needing to access their office or another area on campus (not including Bennett Campus Center to retrieve mail) must contact **Kathy Hargis**, associate vice president for risk management, at kathy.hargis@lipscomb.edu for approval. Limiting and controlling campus access allows our service operations teams to follow the best deep disinfecting protocols and maintain the facilities using best practices. Offices and rooms on campus that have been disinfected will have this sign posted on the door:



3. Post Office Schedule and Mail Pickup

The Connection will continue to receive university-related mail and parcels at the University Post Office. No mail or parcels will be forwarded to faculty or staff homes. The Connection’s regular shipping services are also available as is mail and parcel pick up Monday-Friday from 8 a.m. - 4 p.m. During this time, no mail will be delivered to offices on campus.

While you do not need to notify anyone prior to visiting the post office, we ask that you limit your visits there as much as possible or that you designate one employee to pick up mail and parcels during post office operating hours to keep business continuity flowing. Do not go to your office or other places on campus after you have picked up the mail.