

**March 14, 2020**

SUBJECT LINE: Spring Break Operating Schedule and Travel Policy Change

## **EMPLOYEES**

Thank you to the many of you who participated in the professional development training sessions yesterday. It was a productive day of learning and preparing for operating in a remote format. Here's a [link to a resource](#) about remote working that you may find helpful that identifies technology tools available as well as important employee considerations when working remotely, should that need arise. As we identify new information that may be helpful, we will keep this resource updated. All of these efforts are being undertaken for our community to be prepared *in the event* that you or one or more of the employees in your area are in a personal situation where they need to work remotely. We appreciate everyone for making our preparedness to continue with business continuity a priority *should the situation arise* where working remote is needed.

### **University Operating Schedule**

As stated in the University faculty and staff meeting on Thursday, **the University is open for normal business hours. For Monday, March 16 through Wednesday, March 18, employees should report to campus during normal business hours unless they are on vacation, are sick or have received an approved accommodation to work remotely.** If you are in a high-risk group and need to request an accommodation to work remotely, please contact Lynn Chappin in human resources at [lynn.chappin@lipscomb.edu](mailto:lynn.chappin@lipscomb.edu).

As previously planned and scheduled, **the University will close on Thursday, March 19 and Friday, March 20 for all employees** to enjoy these days off because of the generosity of the entire community's giving during the Family Campaign. Those employees who work in essential areas, such as security, and who report to work on these two days will follow their normal process to account for these days.

Unless notified otherwise, **the University will reopen on Monday, March 23 for regular business and all faculty and staff should report to campus during normal business hours unless they are on vacation, are sick or have received an approved accommodation to work remotely.**

If you have any questions about your specific work situation, please contact Lynn Chappin in human resources at [lynn.chappin@lipscomb.edu](mailto:lynn.chappin@lipscomb.edu).

### **Updated Travel Policy**

As we have seen in the last several days, this is a very fluid and quickly changing situation. As such, we are constantly reviewing our policies and procedures to ensure we have the best policies in place as the circumstances change. You can find the most current travel policy on the

COVID-19 website [here](#). We want to share with you the University's slightly revised travel policy which is summarized below.

Until further notice, all school-sponsored international travel is fully restricted to any country or area that meets any of the following criteria:

- Has a rating by the CDC at a Level 3 or higher, or
- Is referenced in applicable CDC guidelines, or
- Is restricting or banning travel.

**Any member of the Lipscomb community who travels to a location that meets any of these criteria or travels via a cruise to any location is restricted from campus for a 14-day period from the date the trip ends.**

If this situation applies to you, employees should inform your supervisor and human resources. Additionally, **any employee or student who will be traveling outside of the United States during Spring Break is required to notify University officials of your plans using [this form](#)**. The list of affected countries and the warning level is dynamic. We encourage you to monitor developments, including the list of countries that are at a Level 3 or higher, through the [CDC](#) website.

We will continue to send updates as we have new information to share. Please visit [www.lipscomb.edu/covid19](http://www.lipscomb.edu/covid19) often for the latest news and updates.