

March 22, 2020

SUBJECT LINE: New Nashville and Tennessee COVID-19 Orders, Remote workweek and reporting requirement for on-campus visits March 23-27

To All Employees

As we continue to see, the COVID-19 situation evolves and changes daily. And, today is no exception with the issuance of **Mayor Cooper's [Safer at Home Order](#) and Gov. Bill Lee's [Executive Order 17](#)**. **Both orders are effective at midnight tonight, March 22.** The Mayor's Safer at Home Order requires all residents of Metro Nashville and Davidson County "to stay inside their homes unless they are engaged in certain 'essential activities'" for the next 14 days and provides for a few exceptions such as going to the grocery, pharmacy, doctor and taking walks outside all while observing a 6-foot social distancing requirement. The Governor's Executive Order 17 encourages Tennesseans to work from home when possible for the next 14 days and places restrictions on any public gatherings in the state of more than 10 people and prohibits on-site services at restaurants, gyms, fitness centers, etc.

With these new, more restrictive and enforceable orders issued today, **we are reinforcing to all employees the currently scheduled remote workweek for March 23-27 that is already in place for all Lipscomb non-essential staff.**

Only essential staff — which includes only KEY staff members serving in the medical clinic, counseling, residential life, food services, safety and security, maintenance, and housekeeping — should report to campus March 23-27. If you are in one of these essential staff categories, you will be notified by your supervisor of your on-campus work schedule and you should observe the 6-foot social distancing policy at all times possible.

If you are NOT in the "essential staff" categories listed above we encourage you NOT to come to campus. If you have ANY need to be on campus March 23-27, you MUST inform and get the approval of the appropriate member of the Senior Leadership Team/Academic Deans & Directors listed below. This information will then be shared with our safety and security team and housekeeping team so we can be informed of all activity on campus and clean areas accordingly.

During this designated week of working remotely, all non-essential institutional offices and business units are expected to continue to achieve their business goals and activities through a remote means. **This means that ALL employees who are designated to work remotely must be "on call and available" during normal business hours to accomplish work tasks assigned to them by their supervisor. Employees who have been designated to work remotely can expect to receive compensation during this remote working period.**

We will be issuing communication for all employees regarding work schedules for the week of March 30-April 3 at a later date.

Thank you to everyone for your cooperation and continued attention to this ever-evolving situation.

Senior Leadership Team/Academic Deans & Directors List

If you plan to be on campus March 23-27, please request prior approval from your most immediate direct supervisor in the list below and provide the purpose, dates and location of your on-campus presence.

<u>Senior Leadership Team</u>		
Lowry, Randy	Taylor, Danny	Lever, Walt
Bledsoe, Craig	Wilson, David	Lewis, Byron
Galbreath, Susan	Bruno, Dave	Sager, Scott
Green, Mike	Farris, Casey	Sturgeon, Al
Lowry, John	Hooper, Christy	Winegeart, Michael
Paden, Matt	Hutcheson, Philip	

<u>Academic Deans & Directors</u>		
Allen, Leonard	Eldridge, Ray	Holmes, David
Bouldin, Randy	Elrod, David	Joiner, Steve
Boyd, Deborah	Fernandez, Mike	Meyer, Ted
Brocklebank, John	Harris, Chelsia	
Campbell, Tom	Heffington, Stephen	

SLT/Academic Deans & Directors — If you approve an employee's presence on campus, please submit their name, dates and locations to the COVID-19 team at covidquestions@lipscomb.edu. This will enable us to have the proper safety and cleaning protocols in place for these visited locations.