

EMPLOYEE UPDATE

Wednesday, April 22

SUBJECT LINE: Remote Work Continues Until Further Notice, Summer Camps and Other Activities, Virtual Baccalaureate and Commencement

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. Remote Work Continues Until Further Notice
2. Summer Camps and Other Activities
3. Virtual Baccalaureate and Commencements

1. Remote Work Continues Until Further Notice

In accordance with state and federal guidelines, we are continuing a remote work schedule for non-essential employees until further notice. We are in the process of developing a multi-phase plan for returning to campus and we will notify you of this plan in the near future. 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 time will be notified by their supervisors.

As a reminder, a **temporary “workroom” has been set up in the Commuter Lounge space in Bennett Campus Center to assist employees with work-related needs.** Reservations are required in advance and are limited to no more than two users at a time to observe social distancing requirements. [Click this link](#) to reserve a two-hour block of time in the workroom.

2. Summer Camps and Other Activities

As we continue to navigate this unique time and with the consideration of the health and wellness of those in our community as a top priority, the decision has been made to cancel all Lipscomb-sponsored day camps and programs in May and June. This applies to academy and university activities. A decision will be made on or before June 10 about the status of July day camps and programs. In addition, all Lipscomb-sponsored residential camps and programs for the summer months (May to July) have been canceled.

3. Virtual Baccalaureate and Commencement

This year the Lipscomb community will “come together” virtually for the traditional undergraduate baccalaureate service, at 5 p.m. (CST) on Friday, May 1, and two

commencement ceremonies, one for graduate students at 10:30 a.m. (CST) and one for undergraduate students at 3 p.m. (CST) on Saturday, May 2. Each event will be streamed at www.lipscomb.edu/live. Make plans to join us and celebrate the achievements of our students!