

EMPLOYEE UPDATE

April 1, 2020

SUBJECT LINE: Continuation of Remote Work Schedule through April 24, Limited Campus Access and other important updates

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 Remote Work Schedule through April 24
2. REMINDER: Restricted Campus Access
3. REMINDER: Managers Identify Additional Personnel Needs
4. REMINDER: Health Clinic Services for Essential Employees Working on Campus.
CALL AHEAD.

1. Continuation of Safer at Home Work Schedule through April 24

In accordance with new state and federal guidelines, we are continuing a remote work schedule for non-essential employees **through April 24**. We will continually monitor and assess the situation and will notify you of any changes to this schedule. 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.

2. REMINDER: Restricted Campus Access

A number of employees continue to request access to campus facilities during this time of remote work. As a reminder, **access to campus facilities is restricted in compliance with federal, state and local “safer at home” guidelines and in order to maintain the disinfecting services once they are completed**. Restricted access is a measure not only to protect the small number of essential employees and students who remain on campus but also to protect those who are requesting access to come on campus. In the rare instance that an employee needs to access campus (not including Bennett Campus Center to retrieve mail), you must contact **Kathy Hargis**, associate vice president for risk management, at

kathy.hargis@lipscomb.edu for approval. Please understand that very few exceptions are being made. Limiting and controlling campus access is in compliance with the “safer at home” orders, helps protect our employees and allows our service operations teams to follow the best deep disinfecting protocols and maintain the facilities using best practices.

3. REMINDER: Managers Identify Additional Personnel Needs

As we are into our second week of remote work and now expect this to continue most of April, many of you may be able to see how your own work area and responsibilities may be very different over the next few weeks. **If you see where you can use additional personnel resources, please [complete this form](#) to let us know.** We will work with other leaders across campus to identify employees who fit your needs and who can be redeployed on a temporary basis to help fulfill your new work needs.

4. REMINDER: Health Clinic Services for Essential Employees Working on Campus

While the Lipscomb University Health Clinic continues to serve students in a variety of ways (both in the clinic and via telehealth), services have also been extended to essential employees who are working on campus over the next few weeks as well. **Everyone seeking services from the clinic MUST CALL AHEAD.** Clinic hours are 8 a.m. to 4:30 p.m., Monday through Friday. All essential employees requesting services from the Health Clinic **must call** 615-966-6304 for triage and scheduling appointments.