

EMPLOYEE UPDATE

April 2, 2020

SUBJECT LINE: Updated Campus Access Policy, Opportunity to Retrieve Items from Office THIS Saturday, Post Office Open THIS Saturday, Temporary Workroom Available and Other Important Information

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. Restricted Campus Access Policy
2. Opportunity to Retrieve Items from Offices THIS SATURDAY
3. Mail Pick Up Instructions for THIS SATURDAY
4. Temporary Workroom Available
5. Electronic Letterhead
6. REMINDER: Managers Identify Additional Personnel Needs
7. Spring 2020 Commencement Plans Announced

1. RESTRICTED CAMPUS ACCESS POLICY

As of today, **access to campus facilities is restricted in compliance with federal, state and local “safer at home” guidelines and in order to minimize the need for additional disinfecting services across campus.** The institution has been inundated with individual requests to access campus offices and other facilities, and each time an individual accesses an office or other facility, institutional resources are deployed to disinfect the corresponding area. This has put an extraordinary strain on campus resources and labor, and the institution's personal protective equipment is being depleted due to the excessive cleaning required by employees' regular access to buildings, putting housekeeping personnel at unnecessary risk.

2. OPPORTUNITY TO RETRIEVE ITEMS FROM OFFICES THIS SATURDAY

In an effort to manage these individual requests and to be responsive to employee needs during this unexpected remote working situation, **we have designated 9-11 a.m. THIS SATURDAY, April 4, as a time that buildings may be entered for a few minutes to retrieve any essential items you may need to complete your work assignments FOR THE REMAINDER OF THE SEMESTER.** Please make a list and collect ANY items you may need to complete your work through the remainder of this semester. We do not anticipate opening the buildings again during this semester for this purpose. When accessing the building, go directly to your office and collect what is needed and leave the building. Do not visit other places in the building and do not

stay and “work” in the office. And, **if you encounter others in the building, please observe the recommended 6-foot social distancing guideline.** Security will be available during the designated times below and will ensure the buildings are secured after the time is over. **All visitors must access the building through the designated entrance and must sign in/out and note the location being visited.** If you do not have a key to the designated entrance, call 615-966-7600 and security will come to unlock the designated entrance for you. The designated entrances are as follows:

Building	Entrance Location
Advancement	Front door off the deck area
Allen Arena	Main entrance
Ayers	Front door facing Granny White Pike
Beaman	Front door facing University Park Drive
Bennett Campus Center (offices)	North entrance facing Elam
Burton	Front door facing University Park Drive
Contemporary Music	Front door facing Granny White Pike
Crisman	Front door facing University Park Drive
Elam	West entrance facing The Villages
Ezell	North entrance near the Allen Bell Tower
Fields	Front door
Graduate Admissions	Front door off the deck area
Hughes	Main entrance facing the parking lot
Johnson	East entrance facing Sewell
Lipscomb Academy:	Main entrance by the office

Lower School	
Lipscomb Academy: Upper School	Harding Hall main entrance
Lipscomb Online	Front door off the deck area
McFarland/Ward	McFarland front door facing University Park Drive
Nursing & Health Sciences	First-floor entrance facing the parking lot
Pharmaceutical Sciences Research	Main entrance facing the parking lot
Sewell	West entrance facing Johnson
Swang	South entrance facing Allen Arena

Please do not access buildings at any other time. If security personnel discover an employee accessing any campus building at any other time without advance approval (other than accessing the campus post office or the temporary workroom referenced below), the employee may be subject to disciplinary action up to and including termination. With every access, additional disinfecting services are required and it increases the use of personal protective equipment, which now is in very limited supply.

We understand that not having full access to your office can present challenges and we appreciate your cooperation and patience during this time. In the rare instance that an employee needs to access a campus building or other facility other than the time designated above (not including Bennett Campus Center to retrieve mail or use the workroom), you **MUST** contact **Kathy Hargis**, associate vice president for risk management, at kathy.hargis@lipscomb.edu for advance approval. You may not access any building until Kathy Hargis has expressly approved your request. **Please understand that very few exceptions will be made.**

3. Mail Pick Up Instructions for THIS SATURDAY

If while you are on campus this Saturday you would like to claim your mail, please follow these instructions:

- Email ronnie.farris@lipscomb.edu by **Friday, April 3 at Noon** to make your request.

- Your **mail and/or small package items** will be placed in a **parcel locker located in our lobby**. These lockers are branded with the Lipscomb University logo.
- You **will receive an email from PackCity**, our locker manufacturer, indicating you have a package to be picked up. (Although you may not have a package, the notice you receive will indicate you have a package.)
- The email will include a **one-time use code with two sets of numbers** for locker access.
- After claiming your items, **please close the locker door completely**. (If it's left open too long you will hear a beeping noise. Please close the door securely for beeping to stop.)
- All items not retrieved by 8 a.m. on Monday morning will be removed from the locker and taken back into the Post Office.

4. Temporary Workroom Available

A temporary “workroom” has been set up in the Commuter Lounge space in Bennett Campus Center to assist employees with work-related needs. The workroom includes a copier, scanner, hardwire landline, computers, and general office supplies. **RESERVATIONS ARE REQUIRED IN ADVANCE** to use the “workroom.” Reservations are limited to no more than two users at a time and there is a 2-hour limit per reservation. To access the Temporary Workroom calendar, view available time slots and make your own reservations, please click this link:

<https://calendar.google.com/calendar/selfsched?sstoken=UUVzS00wa3IIWU9RfGRIZmF1bHR8YTA2ZDgwMTVjMTM2YTUyZTc4YjA0YjQwNTYwZmU1YjE>. Once you access the Temporary Workroom calendar, select the day and time you want to reserve, add a description of what work you will be completing, and click Save. Now, just show up at your reserved time to use the temporary workroom.

5. Electronic Letterhead

Another resource that may be helpful as we continue to work remotely is the use of the [Lipscomb University electronic letterhead](#). This electronic stationery can be customized with your college or department name and used in place of printed stationery that may be sequestered on campus.

6. REMINDER: Managers Identify Additional Personnel Needs

As we now expect to work remotely at least through April 24, 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.

7. Spring 2020 Commencement Plans Announced

We know you have been wondering how we will celebrate the May 2020 class, and we have been hard at work making plans. So, here is what we are planning as a way to honor and recognize the May 2020 class. This information was sent to graduating students yesterday.

May 2020/August 2020

- **Baccalaureate.** This is a special tradition that is a moment of worship the day before commencement. We are planning a **virtual baccalaureate** for Friday, May 1. We hope you and your family will make plans to join us for this final time to worship together as a class.
- **College and department celebrations.** We know that you are very connected to your colleges and programs. Since we cannot be together in person in May for our usual dinners and celebrations, each college and department will plan a **virtual celebration** for you and your classmates. You will enjoy time with your faculty to celebrate all that you have achieved together.
- **Conferring of degrees.** We will virtually confer your degrees as planned on May 2. Many of you have jobs and graduate school plans following graduation and we know it is very important for you to have your degrees. So, we will send your diploma and a special graduation packet to you in May after the official conferral date.
- **August graduates.** Many of you had elected to participate in the May commencement exercises, since we do not have an August ceremony. August graduates are invited to participate in the December commencement exercises. For those successfully completing degree requirements this summer, your degrees will be conferred on the official conferral date of August 1. Your diploma and a special graduation packet will be mailed to you in August following that conferral date.

December 19, 2020

- **Commencement.** We commit to you that you WILL have the opportunity to participate in an on-campus ceremony complete with cap and gown and a celebration for you and your entire family. You are invited now to make plans to participate in the December commencement and to enjoy this celebration and walk across the stage to be recognized for your academic achievements. We know that many of you will have moved on to jobs, graduate school and life in locations across the nation but we hope that you will make plans to return to campus to be a part of this very special day.

