

Dear Campus Community,

In order to comply with Governor Inslee's [stay home, stay healthy order](#), we are making a few more changes at LCC. **We will continue to operate**, with even more services and functions moving to a remote environment in order to keep everyone safe.

**What you need to know:**

- The current order is effective March 25 through April 6. There is a possibility that the order will be extended.
- We need *most* employees to work remotely from home during this period (with exceptions, more on those in a moment).
- Higher education is considered an essential service per the order, although we are restricted to serving students remotely while it is in effect. Because we are on break and campus is already restricted to employees, this is not a *huge* shift for us right now.

You may be requested to come to campus by your supervisor to perform core functions that can only be completed in person. Those individuals will be notified.

**What you need to do:**

- If you would like to telework and haven't already arranged it, make sure to complete an [employee telework request form](#) (there is a [separate form for faculty](#)) and submit it to your supervisor for approval.
- Consult the [COVID-19 Employee Resources webpage](#) for information about teleworking and leave options, if you haven't already.
- Check in with [your supervisor](#) if you have questions about what you can do while you are teleworking, your technology needs, etc. (supervisors: you will receive a separate communication today from Kendra Sprague with more specific guidance).
- Submit all time and absence for this pay period in [ctcLink](#) no later than Tuesday, March 31.

Thank you for all that you do. This is an extremely challenging time, and we will get through it together. Don't forget to practice self-care, and take care of those around you.

Sincerely,

Chris Bailey, President