

Supervisor Email 3/24/20

The governor's "Stay Home Stay Healthy" order is effective March 25 through April 6. I want to share some specific information for supervisors during this timeframe:

- We are not in suspended operations. We are continuing operations and simply doing our work differently.
- Anyone who can telework should telework - including PTH and student workers. Please direct all staff that do not need to be on campus to telework. Visit the [COVID-19 Supervisor Page](#) for information about remote online training that staff can perform as "telework" options.
- You can submit all [telework forms](#) via e-mail to HR (hr@lowercolumbia.edu).
- If someone does not have access to a computer or other device in order for them to telework, please contact Maryanne Hirning (mhirning@lowercolumbia.edu) from the Learning Commons and she can check-out chrome books to staff who need them.
- If your staff is directed to telework and they choose not to, they must submit either sick leave, vacation leave, or leave without pay.
- Some staff may be required to work on campus based upon their job functions (such as security, maintenance, financial aid, etc.) Please let your VP know who may need to have campus access during the "Stay Home Stay Healthy" order.
- Direct all staff to change their voicemail message as well as their email out-of-office reply to indicate they are working remotely, they will get back to them ASAP, and they are checking VM regularly. Visit the guide to [access the voicemail system](#) remotely for more information.
- **Staff must enter all time and absence in [ctcLink](#) for this pay period no later than Tuesday, March 31. The ctcLink system can be accessed with any internet connection.**
- **Supervisors must approve all time and absence no later than noon on Wed., April 1.**