Facilities Staff,

I hope you and your families are well and adjusting to this difficult situation.  I know there have been several university wide communications and your supervisors may be providing information, but I wanted to give you a facilities wide update.  As is the case during this unusual time, this is all subject to change at any moment.

·       All students have left the campus, approximately 70 are being hosted by local families

·       Faculty are mostly teaching from home; some are using facilities on campus to teach and to monitor their labs and animals

·       Given the uncertainty of possibly not having labor and materials available and not being able to complete work, most of the planned summer projects, especially those in residence halls, will not occur

·       While not official yet, it appears most summer programs will not occur, Reunion weekend is cancelled, it’s not known how June-O and commencement will happen

·       Building Service supervisory/lead staff will begin cleaning out refrigerators across campus on Monday

·       Student Development and Building Services supervisors will begin to assess the condition of residence hall rooms to identify if they are cleaned out, packed boxes have been left by students or they are in need of additional work to make them ready for general cleaning/repair.

·       We anticipate that we will be bringing staff back to begin to clean and repair residence halls sometime in the coming weeks - we are still developing how and when this will happen.  We will communicate the process and timing as soon as we can

Denison is fortunate to be financially sound and I know we all appreciate the continuation of our pay.  We will weather this storm and come back stronger than before.  Classes will finish this spring and begin again in the fall – whether on-line or on campus.  We all hope that the students will return to campus so we will need to make sure we are ready for them.

A huge thank you to everyone who is currently coming to campus or working from home.  It is essential that we continue to maintain the campus, your help is critical and greatly appreciated.

I know many of us are anxious about what is happening and really want to get back to work but we still need to remember we are in a serious health situation.  Please follow the CDC and governor’s directives: wash your hands often; stay home if possible; practice social distancing when out; if you do feel ill, try to stay home and treat yourself, only seek emergency services when needed.  We all need to work together to keep each other, and our health care workers, safe. If you have questions about the university's procedures, please refer to the campus wide email sent on March 25th with the Subject line: *COVID -19 Information, Reporting and Notification Protocol*.

As always, please feel free to contact any member of our management team, or me, if you have questions or concerns or just need someone to talk to about the situation.  Remember the Employee Assistance Program and the Aetna Teladoc services are available for all of us to use.  We are here to support you in any way we can, we will get through this together.

Art