All Facilities Staff,

First, thank you all for your continued dedication and support in maintaining the campus during this trying and ever-changing time. As President Weinberg, David English and others have expressed, the employees of Denison make it a special place and everything you do is important. It will be hard to do but I will try to be brief as I share our current plan to maintain the campus under Ohio’s Stay at Home directive.

* Maintaining the campus is allowed under the Gov Dewine's Stay at Home Order and all of Facilities staff are considered essential employees
* Facilities is committed to providing the needed services to support distance learning and other critical day to day operations
* Services will be reduced as much as possible to try to minimize the need for staff to travel and be on campus – we must all practice Social Distancing when on campus and at all times
* Denison is committed to maintaining income and future jobs for all staff, we will continue to hold classes and graduate a class of 2030
* With the exceptions noted in the attached plan and/or discussed with you previously, all employees should either work from home or **stay home starting at 4:00 pm today 3/23**
* We will follow our Emergency Call Back plan as much as possible should assistance be needed
* At some point, we will need to have all available employees report to campus to help clean out and repair existing residence hall rooms – when this will happen and the procedures to do the work safely are under development
* The situation is constantly changing, none of us have been through this before, we will need to be flexible and willing to modify our plans – please check your email at least once a day for potential updates. If you do not have access to email, please check in with your supervisor at a time agreed upon for updates via text/phone.
* Should you or someone in your household become sick, please let Denison know

Please follow the directions of the doctors: take the situation seriously; practice social distancing; wash your hands often; stay at home if possible; try to treat yourself at home if you do become ill. We are all truly in this together and by working together we will get through this. Thank you in advance for everything you will be doing to help Denison get through this situation, I truly appreciate being associated with such a great group of individuals.

I know there will be questions, and everyone is concerned about staying safe. Please feel free to contact your supervisor or any other member of our management team, including myself. We may not have all the answers, but we will try to support you in any way that we can.

Art Chonko

Director of Facilities Services