



North Hennepin
Community College

A member of Minnesota State

Engaging students, changing lives

March 18, 2020

7:40 p.m.

Dear Colleagues & Students:

These are ever-changing times. We know there are a number of hurdles to overcome; collectively we will accomplish the Chancellor's directive and guidance by focusing our efforts on these two priorities:

- **To safeguard the health, safety, and welfare of our faculty, staff, and students**
- **To enable students to complete the spring semester and progress toward their educational goal**

We expect to provide a COVID-19 update to the campus daily (until further notice).

TELEWORK

Until further notice, all employees are expected to work from a remote location by no later than 5 p.m. on Friday, March 20, 2020. **Employees will be notified by their supervisor if they are required to report to campus.** Supervisors will collaborate with their teams to develop a plan for working remotely until further notice. We will make every effort to accommodate employees and allow them to work from home whenever feasible.

We understand that many employees may have young children at home or other barriers that make it challenging to work remotely during their normally scheduled shift. Employees may request to change days, shifts, or hours of work with the approval of their supervisor. With fewer individuals in the workplace, our ability to adhere to the social distancing guidelines increase.

Employee work schedules and assigned duties will continue to change over the next few weeks.

CAMPUS HOURS & ACCESS TO BUILDINGS

Effective March 23, 2020, until further notice, NHCC Campus Hours:

Monday – Thursday 10 a.m. – 6:30 p.m., Friday – Sunday: Closed

- Student Service Windows: Open during campus hours
- Computer Labs: Monday – Thursday 10:30 a.m. – 6 p.m.
- HWC Fitness Center & Weight Room: Closed until further notice

Building Access: Individuals are asked to sign in at the building entrances for safety and access control. In the case of an emergency, any door can be used to exit a building.

The following doors will be the only open entrances to campus buildings:

ES Building	Door #2
Campus Center	Door #34
LRC	Door #26

Employees working in the HWC building are asked to call Public Safety, 763-424-0807, for admission into their building.

ACADEMIC & STUDENT AFFAIRS

- The Provost and Vice President of Student Success will communicate follow-up information to this correspondence for Academic and Student Affairs on Thursday, March 19, 2020.
- The All-Minnesota Academic Team luncheon scheduled for April 24, 2020 has been canceled. We are exploring alternative methods for recognizing the academic achievement of these exceptional students, but are unable to safely gather together to celebrate them in person.

We will continue to provide you updates as we gather information. Again, your safety is our top priority. We will get through this the only way we know how – together!

Better Together,



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