

COVID-19: CAMPUS UPDATE

Thursday, March 19, 2020



Mechanical Engineering senior instructor Andrew Hoitink preps lab kits for his students to take home in order to resume hands-on learning. In unprecedented times, this is Dunwoody. Adept. Nimble. Agile.

Dunwoody is on track to resume classes in a virtual format this Monday, March 23.

The College has now transitioned most staff to working remotely, while still providing the services and support needed to serve students and recruit for Fall Semester. We have made this decision to both keep our community safe by reducing the number of workers on site, which reduces individual exposure and allows us to ensure that we continue to serve our current students and prepare for our Fall start. This is vital to our mission and the operation of the College. We are not alone in this decision, which is also being adopted at many of our neighboring colleges and universities.

What's New

- The Dunwoody Bookstore will be closing the Retail side of the store, but will still be accepting online book adoptions and orders. More information coming soon about book return options.
- For employees who are working off-site, attached is a template that you can customize and print out to post on your office door or space letting people know how to get in contact you. Also, as a reminder, if you are working remotely you should not be adding an out-of-office alert to your email or voicemail.

We also encourage everyone to practice good hygiene – wash your hands, cover your cough, and stay home if you are sick. If you are feeling unwell and not sure if you should come to work, please contact your Primary Care Provider for guidance.

As a reminder, please respect the privacy of individuals who are seeking care during this time. We have no identified cases of COVID-19 at Dunwoody.

Employees

- Please check the IT support app in Launchpad for information on IT related questions, including access, tool, and support. You can also email support@dunwoody.edu with questions.
- Employees who are working remotely should be checking their email and phone messages daily. Email is the official method of communication for the College. Out of office alerts should not be used if you are working remotely.

- Employees who need to take technology, such as monitors, off site, should first clear this with their supervisor who will notify IT. All college property must be returned once normal operations have resumed.
- The College is encouraging all staff to use Microsoft Teams to interact remotely with their departments and hold virtual meetings. IT is offering trainings on this tool.
- All business travel has been suspended.
- Open Houses and student recruiting events will have online options. One-on-one tours will still be available.
- There are several health resources available to employees. They include:
 - Nice Healthcare – can be accessed by employees on the College’s health plan, and anyone in their household.
 - Learn to Live, a free, 100 percent confidential online mental health assistance program can be used by all employees, including adjunct faculty and those not on the College’s health plan. Visit: <https://www.learntolive.com/partners> and enter the code DUNWOODY.
 - Employee Assistance Program, 1-800-316-2796, offers confidential consultation and resource services. Online: mutualofomaha.com/eap. The Employee Assistance program can be used by all regular employees, even those not on the College’s health plan.

Students

- Spring break has been extended to March 20. On March 23 classes will resume and will be delivered online. Check your email daily for instructions and updates.
- Students should refrain from visiting campus unless notified to do so by their faculty member. For work study students, please keep in contact with your supervisor to determine work needs and schedules.
- If you have specific questions regarding your classes please contact your faculty member.
- Please refer to the Campus Contact Information flyer for a quick reference on who to contact on campus.
- Talk One2One, a tele-counseling service, offers FREE, confidential 24/7 support. The number is 1-800-756-3124.
- Contact studentaffairs@dunwoody.edu for additional resources and support, including questions about internet access.

Campus

- Campus hours are changing. Beginning Thursday, March 19:
 - The East and West Entrances in the Main Building will be open from 6 a.m. to 6 p.m., Monday through Friday.
 - Card access sites will be reset temporarily to 6 a.m. to 6 p.m., Monday through Friday.
 - The Warren Building (west door) will be open 6 a.m. to 5 p.m., Monday through Friday (with card access until 6 p.m.).
 - Card access on the north side will be reset temporarily to 6 a.m. to 6 p.m.
 - All Buildings will be closed on Saturdays or Sundays and all card access will be inactive during this time.
- Mail and package delivery will occur on a limited schedule moving forward. The mail room will send out and take in mail and deliveries between 9 a.m. and 1 p.m. on Tuesdays and Thursdays. If you place an order for delivery, please notify the company of these hours for delivery. Also, we are asking employees to refrain for getting personal deliveries at work while the reduced delivery hours are in place.

- Print Services will be open and on-site on Tuesdays and Thursdays during regular business hours, and available remotely Monday, Wednesday, and Friday. If you need projects completed outside these hours, please contact printservices@dunwoody.edu.
- Available Resource: Director of Facilities Vladimir Poveda is certified in environmental health and safety measures and can be used as a resource for sanitization questions. vpoveda@dunwoody.edu or 612-381-3335
- Meetings or gatherings should not exceed more than 10 people.
- The campus is continuing to implement cleaning protocols as outlined previously.
- Social distancing strategies should be practiced by all individuals on campus.

Ways to Help

- Memorial Blood Centers is experiencing critically low blood and platelet appointments. <https://www.mbc.org/coronavirus-blood-donation/>
- Local food banks are experiencing shortages and increased demand. You can find your local food shelf here: <https://www.foodpantries.org/st/minnesota>
- Reach out to your neighbors and loved ones through video chats, phone calls and social media to make sure they are doing well and staying connected.
- Shop for at-risk neighbors.