COVID-19: CAMPUS UPDATE

Tuesday, March 24, 2020

Dean of Students Kelli Sattler shares a few tips for Dunwoody students as they resume the Spring Semester. Watch here.

What’s New

- Registration for the Fall Semester opens on Monday. Information about registering for Fall will be emailed to current students soon.

We 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, the way to flatten the curve is to practice good social distancing, so if you are feeling sick, stay home!

Please respect the privacy of individuals who are seeking care during this time. We have no identified cases of COVID-19 at Dunwoody.

Students

- Bins have been installed at the West Entrance of the Main Building for the drop off and pick-up of materials, assignments, and papers. Faculty will communicate directly with students if they need to access a bin during campus hours.
- If you are asked to visit campus, or have set up an appointment, you will need to sign-in at the West Entrance security desk.
- The Student Success Center will offer academic support through daily online tutoring. studentsuccess@dunwoody.edu
- Students should refrain from visiting campus unless notified to do so by their faculty member.
- If you have specific questions regarding your classes contact your faculty member.
- Click here for Contact Information.
- Visit launchpad.dunwoody.edu and click on Student Resources for IT and technology related questions. You can also download a list of IT Resources and information here.
- Talk One2One, a tele-counseling service, offers FREE, confidential 24/7 support. The number is 1-800-756-3124.
- Need support, feeling anxious, have a question, contact studentaffairs@dunwoody.edu
- For work study students, please keep in contact with your supervisor to determine work needs and schedules.
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 and download a list of IT Resources here.
- 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.
- 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.
- 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.
- The College is encouraging all staff to use Microsoft Teams to interact remotely with their departments and hold virtual meetings. IT has posted a training for this tool in the “Modules” section of the “IT Resources” app on Launchpad.
- All business travel has been suspended.
- Open Houses and student recruiting events will have online options. One-on-one tours are transitioning over to personalized video appointments.

Campus

- Campus hours:
  - 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.
- Temporary office hours for the Pinska Center and the Welcome Center are 8 a.m. to 4:30 p.m., Monday through Friday.
- The Dunwoody Bookstore has closed the Retail side of the store, but will still be accepting online book adoptions and orders. More information coming soon about book return options.
- 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

- 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.