

March 17, 2020

Dear Colleagues,

A reminder. If you have not been designated as an “essential employee” by your supervisor, we are asking that you remain off-campus until further notice. Supervisors will be in contact with employees to discuss work assignments as needed. In the meantime, we ask that you help us manage this evolving situation by staying home unless specifically designated as “essential.” If you have questions or are in need of assistance, please feel free to contact me.

Hourly employees are reminded to please record your time into the TimeClock system in accordance to your regularly scheduled hours. Access to timeclock remotely:
Employee Login - <https://tcplusondemand2.com/app/webclock/#!/EmployeeLogOn/75585>

Effective tomorrow, March 18 at 4:00pm, we will be changing access to campus buildings from regular operations to **“card access only.”** This means that employees will need their Bear Card (ID card) to access campus buildings (24/7). This change will remain in effect until April 13th and may be extended as circumstances warrant. There are two notable exceptions.

1. The Library will remain open Monday –Friday, 8:30am until 4:00pm.
2. The Student Center will be open from 8:00am until 6:30pm.

Moving to “card access only” will help us to protect employees and students while they are on-campus. Please assist us in securing campus facilities and creating the safest possible environment; remember to carry your Bear Card. If you need to update your card or access levels, please contact Bonita in the Dean of Students Office and she will coordinate your request with the Campus Safety Office. Finally, if for some reason your card does not work and you need immediate access, you can contact Brad at 670-7290 or campus safety on-call 647-1373, they will be able to open the door for you remotely. Thank you.

We continue to ask that everyone reinforce basic preventative measures including washing hands, covering coughs, and wiping down frequently touched surfaces. For up to date campus communications regarding COVID-19, visit our staff information communications webpage <http://rmc.edu/coronavirus>.

If you have questions or suggestions, please do not hesitate to contact me.

Marcella (Marcy) Buster
Director of Human Resources