

Dear Colleagues,

Rocky Mountain College recognizes the effect the changes have brought to the campus community this week. We express our appreciation for those who are accommodating by working remotely, and to the employees who are on campus assisting with day to day operations. As we navigate through these strange times, please be assured that we are working closely with state and local health officials to ensure that we are taking the steps necessary to keep our campus community safe.

#### **REMINDERS**

- All daily updates and other resources are available at the following: <https://www.rocky.edu/coronavirus>
- All payroll items are due to Human Resources by noon, Friday, March 20
- All employees that are working remotely please reach out to your direct supervisor for guidance in relations to work expectations. Resources and links can be found on the staff information page.

#### **ANNOUNCEMENTS**

- The COVID-19 test has been approved for employees and their dependents that are on RMC HDHP and Traditional medical plans. The individual must present COVID-19 symptoms and have a physician's order in order to receive the test;
- The annual wellness screening on April 15 has been postponed. We are working with our screener on a date to be held at the end of May or June;
- All buildings are on lockdown effective 4:00 p.m., March 18, you will need your ID badge to access the building.
- Please remember to wash your hands, keep your distance, and sanitize your environment.

If you are in need of resources to assist you personally, please reach out to me directly.

Sincerely,

Marcella (Marcy) Buster  
Director of Human Resources