

March 20, 2020

Dear Colleagues,

We thank you for your assistance in the day to day operations of the college. As we go into the weekend, please take some time for rest, relaxation, and stay healthy. We will continue with updates next week.

Announcements:

- For up to date campus communications regarding COVID-19, please visit our staff information webpage: <https://www.rocky.edu/coronavirus>.
- There have been some requests for resources for assistance with energy, rent, or community food banks. The information has been added to the staff information page.

Reminders:

- 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."
- Please remember you have access to telemedicine and local medical emergency lines prior to driving to your local hospital or clinic. All links are on the RMC webpage.
- The Employee Assistance Program is available 24/7.
- We continue to ask that everyone reinforce basic preventative measures including washing hands, covering coughs, and wiping down frequently touched surfaces.

If you have questions or are in need of assistance, please do not hesitate to contact me directly.

Be well and safe. Have a good weekend.

Regards,

Marcella (Marcy) Buster
Director of Human Resources