

April 9, 2020

Dear RMC Colleagues,

Rocky Mountain College Human Resources is continually monitoring COVID-19 developments. In the last week, institutional policies and procedures have been developed in relation to the Families First Emergency Coronavirus Response Act and the Coronavirus Aid, Relief, and Economic Security (CARES) Act. This information will be posted on the Rocky website under staff and faculty communications and Human Resources website next week.

**Annual Health and Wellness update:**

Our Annual Health and Wellness Fair and Health Screening would be held on April 15. As you know, we had to cancel the event this year as your health and safety are our priority. Tentatively, we are hoping to have our wellness screening May 28 through "It Starts with Me." We will update you as soon as a date has been officially confirmed.

The week of April 20, we will send out the benefit brochure electronically to staff and faculty to review prior to open enrollment. We would ask that you take some time to review the benefits as open enrollment will be held on the BSwift platform beginning on April 27 through May 15. More information will follow as we get closer.

A reminder that under the RMC website [www.rocky.edu](http://www.rocky.edu) there are multiple links for resources to assist those who may be in need spiritually, financially, or through our employee assistance program.

**Safe Colleges Training**

The final Title IX training course for the year came out on February 14. If you could please take some time to finish your training it would be appreciated. We are hoping to have all courses completed by staff and faculty by April 30.

**Easter Holiday Break - April 10th - April 13th - Offices are closed.**

Please take this holiday break to rest, spend time with family or friends that are at home or virtually. Please be safe and continue to practice the CDC recommendation of washing your hands, wiping down areas that you or your family continuously touch, safe distancing and please STAY HOME.

We appreciate all that you do for the college. Have a blessed holiday break and please do not hesitate to contact me directly with any questions or concerns.

Be Well,

Marcella (Marcy) Buster

Director of Human Resources