

Sterling College

WORKING HANDS. WORKING MINDS.

March 16, 2020

To: Employees
From: Matthew Derr, President
Subject: COVID-19 Response Update

Dear Sterling Employees:

As we continue to navigate the rapidly changing situation around Coronavirus, I wanted to reach out to you again with an update as we plan for the **suspension of employees working on campus to employees working remotely** from 5:00 p.m. March 20 through 8:00 a.m. March 30. During this ten day period you will not be prohibited from coming to campus, however, you are asked to not meet in groups and to avoid contact with one another whenever possible. Those who have oversight for the farm will continue to arrange for the care of livestock in a similar fashion to the customary breaks.

In requesting that students leave campus, our intent was to reduce risk to everyone's health. We expect "normal" operations for this week, as we continue to assist a handful of students depart and engage in buttoning up the campus and deep-cleaning activities. The remaining students on campus - between now and the end of the semester - will be living in South House and Houston House.

Protocols for staffing are being developed in the event of the changing presence of the virus, and we will share this information if this should happen. As of today, we know of no confirmed cases of Covid-19 in Craftsbury. For now, we are reiterating that work is proceeding as usual. If you intend to work from home this week, please inform your supervisor. The College is maintaining a masterlist of who is on campus every day.

Hourly Employees

During the ten day period between March 20 and March 30, the College will compensate hourly staff at their current rate of pay and regular schedule. The College is committed to everyone's wellbeing and financial stability as we navigate this challenge. Depending on your role, other duties may be arranged by your supervisor during this period and beyond. If you have questions, please speak with your supervisor.

Salaried Employees

Faculty and exempt staff will be expected to uphold their current duties and responsibilities, whether working on or off campus. If you have questions, please speak to your supervisor.

We are working on a set of Frequently Asked Questions specifically for employees, which we will share as soon as possible. If you have questions for consideration for the staff FAQ, please send them to Maxine Kelly, Dean of Finance & Operations at mkelly@sterlingcollege.edu.

I want to close by thanking you for your extraordinary efforts in supporting students and our entire community at this difficult time for Sterling and all colleges and universities. We are not alone.