

SARANAC LAKE | MALONE | TICONDEROGA

**North Country Community College
Modified Schedule for All Employees**

Tuesday, March 17, 2020

Greetings to you all,

It is not lost on me or any of those who know us, what an incredible community of professionals we have at North Country Community College. You routinely go above and beyond each day for our students, for one another, and for the College. This has been demonstrated again and again throughout this crisis, in both small and large acts of goodwill and kindness. I can't thank you enough.

In ways that we could only imagine just a few days ago, our campus community has been affected but we have found our way with grace and assuredness. At this point, our best tool in this response to the coronavirus is to provide further opportunities for social distancing. **Consequently, we will be *physically shuttering the campus after the close of business this afternoon and will stay that way until we return on March 30th, 2020.***

With the exception of a few essential services, most of our offices will be operating remotely, albeit at a reduced capacity. Tara Smith, our Human Resources Director, has been working with all of the area supervisors to identify those non-essential staff who can work remotely. Those ***non-essential staff will be required to remain and work at home until we return.*** The exception is for several of our colleagues who are contractually scheduled to be off during Spring Break and those already approved for vacation time; for them, this guidance will apply only until the start of break.

As a community that values the ability to come and go freely, it pains us to limit it. However, even if you feel you have a compelling reason, please do not come to any of the campuses unless you receive ***prior approval*** from your area supervisor.

We recognize that moving to remote work may be a challenge and we ask for your patience as we work out the particulars. Where possible, we are seeking to outfit those who need computer access with those tools. Others, whose work requires them to be physically present at their desks will be asked to assist with other tasks we have. ***To ease any worries you may have, there will be no interruption in payroll during this period.***

This guidance is being provided with the best information we have to date. We recognize that the landscape is rapidly changing and we are monitoring conditions as they occur. In the event that our guidance changes, we will communicate via our NCCC email and, where possible, post it on the COVID-19 link on our College website which can be found here <https://nccc.edu/coronavirus-response/index.html>.

We have confidence that as a community we can see our way through these challenges and emerge stronger. Like you, we look forward to the day when we are able to return at full strength. In the meantime, please take good care of yourself and your loved ones.

Thank you again...for all that you do,

Joe

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Joe Keegan, *President*

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