

March 12, 2020, 4:04 p.m.

Dear Linfield colleagues,

Linfield College is preparing for the possible spread of COVID-19 (coronavirus) in our community. Our highest priority is safeguarding the health of our community members, while doing everything reasonably possible to continue our educational mission. Spring Break will begin a week early, March 16 through March 20, 2020. However, we will ***continue with normal business operations until further notice and enact social distancing practices***, even though student presence may be limited.

Until otherwise instructed, all exempt and non-exempt employees are expected to continue to report to their regular work site and follow their regular work schedule.

Earlier today, President Davis provided important updates on the steps Linfield is taking. We want to provide further information on how we can help keep our community healthy, and on our benefits policies that may be especially relevant at this time. This guidance is effective immediately. As President Davis indicated, we will continue to assess the situation and may extend or increase our levels of protection.

Help keep our community healthy through prevention, exposure management and isolation when necessary.

1. Follow the preventive measures recommended by the CDC:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.

2. If you or one of your dependents become ill:

- Please contact your supervisor to let them know you are ill. Take care of your health needs, including contacting and following the advice of your health care provider.

- Make use of the considerable benefit of your Personal Time Off (PTO) available to exempt and non-exempt employees.
- If you or your dependents' illness depletes your PTO balance, please make use of the PTO Donation Bank donation process: [PTO Bank Request Form](#).
- If you are able to donate to the PTO Donation Bank during this potential time of need, please do so by following the process: [PTO Donation Request Form](#).
- If necessary, remember that all employees have access to short-term and long-term disability, in the case your medical condition warrants and is verified by your medical provider.
- If you're considered to be a part of an at-risk population during this time, work with your supervisor and the Office of Human Resources to accommodate your concerns.

4. Seek emotional support from the Employee Assistance Program.

- If you are experiencing feelings of stress or anxiety about these events, please contact [Magellan](#), the College's Employee Assistance Program (EAP).
- By contacting Magellan, you will be able to reach a person to talk with in order to receive emotional support as well as referrals to resources and services.

Thank you for everything you are doing to help us manage our efforts, especially those of you involved in the growing, cross-functional teams working around the clock to address this situation. As circumstances continue to unfold, we will review our policies and processes to support Linfield operations. I am proud to be part of an organization where we are all committed to finding the best solutions possible to safeguard our community, our neighbors and our mission.

Best Regards,

Mary Ann Rodriguez
Vice President of Finance & Administration/CFO