



March 25, 2020

Dear Faculty and Staff,

In response to the governor's statement yesterday encouraging efforts to "work from home" in order to slow the spread of the virus, we are now taking the following steps:

1. Effective tomorrow, March 26, through at least April 3, staff and coaches are instructed to work from home. Supervisors will identify essential tasks that must be performed on campus and will oversee a rotation of employees assigned to those tasks. Faculty who need access to their offices may continue to travel to campus as needed.
2. Effective today, March 25, no visitors will be allowed on campus. Security will monitor traffic, prohibiting use of the two main entrances (off of Highway 15 and off of Main). Those who have duties on campus are asked to park in the church or SUB lots.
3. Doors to main entrances will be locked. If you need a key, please contact the business office today.
4. While at home please monitor your email and texts frequently and be responsive to phone calls from BMC personnel.
5. Dean Ritchey and our Resident Directors will continue to provide oversight for the small group of students who remain on campus.
6. The dining hall is open only to residential students and to employees who are scheduled to be working on campus.

Please confer with your supervisor if you have questions regarding your duties. Thank you for your service to Blue Mountain College. Be safe!

Sincerely,

Barbara C. McMillin  
President