

March 15, 2020

Dear College of Law Staff Members:

In accordance with Andrew Gordon's message below, effective Tuesday, March 17, and through to March 30, only essential staff should report to Dineen Hall. The message references the need to coordinate remote work arrangements with your immediate supervisors.

As of today and until further notice, for the purposes of this guidance, **all College of Law personnel are deemed non-essential, except for those of you who will hear from me tomorrow**. All others should work remotely. Supervisors will be in touch with their teams about continuity of operations.

I am conferring with all team supervisors to ensure consistent and supportive work plans are in place and reflect the needs of our various functional areas. If you are a supervisor and would like to schedule a meeting with me to discuss your remote plan before you hear from me, by all means email me or call me (office 315-443-2017, cell 315-243-7343).

Please do not send emails to students on working remotely unless you and I have confirmed your office's remote plan.

In addition to the remote plan for each functional area and staff person, we are exploring a College-wide operational plan that will include how we can all quickly and efficiently communicate with each other.

As of tomorrow morning, Dineen Hall exterior doors will be locked, and access to Dineen Hall will be restricted to College of Law students, staff and faculty. Please be sure to have your **access key** with you at all times.

Many thanks for all you do.

Heidi Hart-Gorman
Assistant Dean for Finance & Administration