

March 19, 2020

Dear Faculty and Staff:

As we continue to respond to the evolving COVID-19 situation, the University administration has made the decision to close the campus to the general public. This follows best practices as recommended by governmental bodies, including the CDC.

The campus remains open for business with limited faculty and staff on campus to continue operations and serve our students. The campus closure does not apply to residential students who are moving out of the halls.

Accessing Campus

The Department of Public Safety will be leaving all external doors secure beginning at 12 a.m. on Friday, March 19. Employees that need access to their offices can do so as follows:

- Employees with a key to their individual building(s) may use it to gain access.
- Those without building keys may enter the campus via the Addison Hall pillar or west rotunda doors. You will need to use the intercom to call DPS, who will admit you.
- Access to the Christopher Center will be by ID or key fob only. If you do not currently have access, please contact David Witken in the Department of Public Safety at David.Witken@CUChicago.edu.

Parking

- During this closure, all parking restrictions have been lifted, with the exception of handicapped parking or fire lanes.
- Employees are welcome to use the lot closest to their office or campus destination.

Email/Voicemail Out-of-Office Messages

We believe it is important for all employees to provide clear and consistent communication related to the campus closure. To that end, all faculty and staff who will not be regularly present on campus and/or have been approved for telework are requested to use the following messages:

- **Email Out-of-Office:** *In response to the COVID-19 outbreak, Concordia University Chicago has closed its campus to the public, but remains open for business. As a result, I am not currently in the office but still have access to email. I will respond to your message as soon as I am able.*
- **Voicemail:** *Thank you for calling <NAME> in the <DEPARTMENT NAME> at Concordia University Chicago. In response to the COVID-19 outbreak, the university has closed its campus to the public, but remains open for business. As a result, I am currently away from the office but still have access voicemail. I will respond to your message as soon as I am able.*

Employees may also amend the messages above with any additional information pertinent to their role, department, or office operations.

If you have any questions regarding your specific role or requirements as an employee, please contact your supervisor or the Department of Human Resources.

Sincerely,

Peg O'Brien, Peg O'Brien, MBA, MHRM, SPHR, SHRM-SCP
Director of Human Resources