

SENT: Tuesday 7/21/2020 9:38 PM

TO: Faculty and Staff

SUBJECT: Phase 3 of Employee Return to Campus

Dear Members of the Curry College Community,

As the Commonwealth of Massachusetts reopening plan progresses, we have proceeded cautiously and in keeping with state guidelines with bringing administrative staff back to campus. Our goal has been to increase on-site staffing as we move closer to the return of our residential students, lagging slightly behind Commonwealth guidance in this area out of an abundance of caution and care for College employees. The College has announced increases in the number of administrative staff returning to campus as of July 6 and July 27 with at least 2 weeks of advance notice.

As of August 3, we will again be increasing the number of administrative staff in each building at any given time, and faculty members who would like to return to campus to prepare for the start of the Fall semester, may do so at their discretion. Divisional heads will be communicating directly with employees regarding phased-in entries and rotational schedules. *Please note that if you are expected to report to campus you will be notified directly by your supervisor. If you are NOT notified, you are not expected to report to campus until further notice.*

All employees will be required to complete a daily health check prior to reporting to campus. Human Resources will send a separate reminder notice about the daily screening to faculty later this week.

You have received via separate email the [Workplace Safety Policy for COVID-19](#) from the Office of Human Resources. The protocols and processes outlined in this document are designed to help provide you with a safe working environment, and we ask that all Curry employees do your part to help keep our campus as healthy as possible for yourselves and others. If you have not already, we ask that you read and [acknowledge this policy](#) prior to returning to campus.

In the meantime, please do not hesitate to reach out to Human Resources with any questions or concerns. We appreciate your continued dedication to the mission of Curry College, and your cooperation in helping to ensure that our campus and our community remain safe!

Sincerely,

Mirlen A. Mal
Vice President of Human Resources

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