



Colleagues -

With the rapidly changing environment related to COVID-19, the health of our entire community remains our most important priority. To help slow the spread of the virus, we are announcing today that we will be shifting to limited staffing by Wednesday, March 18. It is important to note that NDSCS will remain open, but will operate with limited staffing from March 18 until further notice.

### Limited Staffing Overview

- During this limited staffing time period, all employees (including student workers) who are able to work remotely should make a plan with their supervisor to do so by Wednesday, March 18. Employees are expected work with their supervisors to identify their expectations during the limited staffing time period.
- During the limited staffing period, most employees will telecommute (work remotely) to meet the expectations and/or their job duties. Employees, with their supervisor's guidance, will identify what is needed during the limited staffing period, and how best to meet those needs. Some employees may need to complete their job duties in person. Each situation will be different depending on your position/job duties and the needs of the College. Employees who cannot work from home or are necessary to maintain College operations will work with their supervisors directly to identify expectations.
  - We must balance social distancing with the continued need to support our students, ensure cleanliness, and provide support to our faculty and our academic mission.
- During this time of limited staffing, individuals will still have access to their work spaces and buildings if needed.
- There will be a number of questions about the limited staffing period. Many of these can be answered by reviewing the FAQ information on the [NDSCS COVID-19 webpage](#). Employees are encouraged to work with their supervisors before calling Human Resources.

NDSCS is committed to keeping our students and employees safe – with the goal of lessening the pressure on our healthcare system. To do this, we have to be flexible and understanding. We are doing our best to address individual needs consistently during this constantly evolving situation.

As I have mentioned previously, I have appreciated the understanding, flexibility, and positivity I have observed by all of you. Flexibility is part of our LIFE values and we will need to demonstrate them now more than ever.

As a reminder, please continue to refer to [ndscs.edu/COVID-19](https://ndscs.edu/COVID-19) webpage as a reference for current information related to our response to COVID-19. Thank you for your understanding and patience!

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