

## **Important COVID-19 Update**

### **March 17, 2020**

This is an important update regarding Moraine Park's response to the coronavirus disease 2019 (COVID-19). Please read this entire message, which contains critical information. **This communication replaces any previous messages shared by the College.**

The safety and health of Moraine Park's students, employees, and the communities we serve have remained a top priority throughout this difficult and rapidly changing situation. Based on the most recent guidance from health officials, **Moraine Park is extending the suspension of all in-person classes and closing for non-essential employees beginning at 5 p.m. on Wednesday, March 18, through Sunday, April 12, with a scheduled reopening date of Monday, April 13. During this time, all face-to-face classes and services to both our students and the community are suspended.** MPTC will continue services and instruction in a virtual environment as we are able.

All classes that can be taught in a fully online format will begin March 30, including the online classes that have not yet started. Spring semester face-to-face classes resume April 20. Students should anticipate further communication from their course instructor in the future.

Students and employees should continue to monitor their email daily and text messaging alert messages from the College during the next couple of weeks.

#### **Please note these additional important updates and read each one carefully.**

- All of Moraine Park's campuses and regional centers will be closed.
- All in-person classes and student services are suspended.
  - The college is evaluating ways to serve students' academic needs and exploring options to continue instruction during the current semester.
- Pay to all employees will continue, including student workers and work study students. Employees must enter timesheets through the pay period ending April 18 before leaving on Wednesday, March 18. Part-time employees should enter hours for their typical work week. Part-time faculty will not need to submit timesheets and will be paid based upon your contract.
- Employees will be paid during Moraine Park's closure. Further time sheet and leave report coding directions will be provided tomorrow, March 18, 2020.
- Supervisors will be identifying and contacting their employees who are essential to maintaining business operations.
- Employees who are able to work from home, can and should. Instructions for work from home access can be found here: [Instructions for work from home access](#)
  - A TrackIT Ticket needs to be entered. This can be done remotely.
- Only employees identified as essential to business operations should enter facilities beginning during this scheduled closing.

- All employees should collect laptops and personal items. Employees are expected to retrieve such items by 4:30 p.m. on Wednesday, March 18. Additional updates will be communicated this week regarding access to campus facilities and personal technology, such as laptops by non-essential employees.
- Employees are asked to use standard language as the Out of Office autoreply in their Moraine Park email: “Due to the coronavirus (COVID-19), Moraine Park Technical College is closed to students and non-essential employees. Find updates at [morainepark.edu/coronavirus](http://morainepark.edu/coronavirus).” We also ask that you change your outgoing voicemail using similar language before you leave on Wednesday.
- If you have scheduled vacation/personal time off between March 19 and April 12 and have canceled your plans, your vacation time will be returned to you, whether you can work from home or not. Watch for additional information on how to code this.
- Moraine Park recommends all employees cancel any personal travel plans, international or domestic, through April 12. Should you choose to travel between March 18 and April 12, your time will be deducted per standard vacation coding. Additionally, for any out-of-state travel, the College will require a 14-day quarantine at home upon your return. The quarantine time would not be paid. Upon supervisory approval, you may work from home in lieu of utilizing paid leave.
- To support business continuity, it is the responsibility of all employees to routinely check myMPTC Employee portal, email, text and other means of communication to keep informed of COVID-19 related actions/decisions of the College.

Thank you for your patience as we continue to respond to the evolving COVID-19 situation. All updates will continue to be shared on [morainepark.edu/coronavirus](http://morainepark.edu/coronavirus).

Sincerely,

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