



ELMIRA COLLEGE

OFFICE OF THE PRESIDENT

EC Employee Update
June 29, 2020

Dear Employees,

Welcome back to campus! As many of you begin to transition back into daily life on campus, I wanted to take a minute to share the following reminders and guidelines.

COVID-19 Health Screening

All employees should report to the Clarke Health Center for an initial screening upon returning to campus. The CHC is open 9:00 a.m. - 4:30 p.m., Monday - Friday. Following that initial screening, employees should complete the [online daily screening form](#) (a link is also located on the [homepage of MyEC](#)). PC users should receive a reminder once logged into the EC network; Mac users will need to set a daily reminder.

Ongoing Social Distancing Practices and Protocols

Social distancing, regular hand washing and surface disinfecting is key as everyone returns to their work space. Please keep the following in mind:

- Entrances and exits to buildings have been adjusted to keep a consistent flow and to help reduce close contact, such as on stairwells or at doorways. It is important to be aware of the flow for your building as well as other buildings you may need to visit. Hand sanitizing stations, with disposable masks, are set up near building entrances.
- Continue to utilize virtual meetings whenever possible. Access to buildings should be limited to EC employees and tour groups registered with the Office of Admissions.
- Per New York State guidelines, face coverings are required in **common areas where social distancing is not possible**, however, keep in mind that some employees and students can not wear a mask for medical reasons. Employees are encouraged to talk with one another about concerns, preferences, and protocols for any meetings that need to happen in-person.

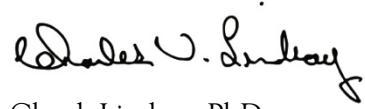
New York State Travel Restriction

Governor Cuomo announced on June 25, in partnership with the governors of New Jersey and Connecticut, that individuals traveling to Central New York from certain states experiencing high infection rates of COVID-19 will be expected to self-quarantine for 14 days. [Click here for a list of](#)

[states](#) meeting the criteria for required quarantine. Violations of the governors' order can result in significant fines. Please keep this information in mind as you plan summer travel.

We need all employees doing their part to help ensure a safe working environment for everyone. If you have questions or suggestions, I invite you to share them via our [Virtual Suggestion Box](#).

Sincerely,

A handwritten signature in black ink that reads "Chuck Lindsay". The signature is written in a cursive style with a small dot above the letter 'i' in Lindsay.

Chuck Lindsay, PhD
President