

Dear Faculty, Staff and Students,

This is one more campus advisory regarding actions taken by us to respond to the COVID-19 pandemic. I want to share that we are participating in daily briefings with Cape Girardeau County Emergency Management and the Cape Girardeau County Public Health Center to stay abreast of developments and to follow their guidance concerning this situation.

I want to reiterate to you our commitment to health and safety of the entire University community. As such, today I am announcing an important decision to help protect your well-being. Effective Tuesday, March 24 at 12 a.m., all Southeast campuses will begin transitioning to telework arrangements with very limited on-site presence, with the goal of completing that transition by Friday, March 27. I am asking employees, unless approved at the executive level, to not report to work on any Southeast campus after March 27 unless requested to do so. Telework arrangements will continue through April 19 at 11:59 p.m. Employees should report back to campus on April 20 unless otherwise communicated.

While we do not have active cases on any of Southeast's campuses, I am asking that staff work remotely from their home if they can, to help ensure everyone's health and safety. Remote work campus procedures can be found at <https://semo.edu/sealerts/pdf/3-20-20RemoteWorkCampusProcedures.pdf>. In addition, employee telework guidelines are available [here](#) and telework supervisor guidelines can be found [here](#).

All employees will be asked to complete a telework program agreement to be approved by both the employee and supervisor. The form will be available through work flow so it can be submitted electronically for document retention.

For those who can perform their duties remotely, employees are asked to install the University's Virtual Private Network (VPN) to remote into their University computer or to access Office 365. Employees can log into Office 365 at [office.semo.edu](https://office.semo.edu) with their Southeast Key and password. Employees also are encouraged to download Zoom videoconferencing software, and to access Microsoft "Teams" in Office 365 for continued collaboration with and participation in meetings with your colleagues. We realize that some may not be familiar with these processes, but Information Technology has provided resources at <https://semo.edu/it/remotework.html> to assist those with questions, and Help Desk services will be available at 8 a.m.-5 p.m. Monday-Friday at (573) 651-HELP or [helpdesk@semo.edu](mailto:helpdesk@semo.edu).

A couple of additional points I want to share:

- We realize that some Southeast employees have duties that cannot be performed remotely. I ask that they work with their supervisors on expectations during this interim, and I assure them they will continue to be paid at their regular rate.
- I ask that employees who are approved to periodically come to the University to perform essential functions adhere to social distancing guidelines and to avoid close contact with others. Employees without executive level approval to be on campus should not access University facilities.

- Southeast graduate assistants (GA) and student employees also are asked to work via telework if requested by their supervisor. GAs will continue to be paid per their previously agreed upon contract, and student employees will be paid based on their regularly scheduled number of hours that would have been worked during this period.
- Additional information concerning telework arrangements, including mail distribution and payroll check pickup, and other impacts will be communicated next week.

### **Updated Campus Service Hours**

Because of the operational plan outlined above, please note below changes regarding the hours for several Campus Services. Please pay careful attention because these hours are different than those previously communicated to you.

- Southeast Regional Campuses in Kennett and Sikeston, Missouri, will close at 5 p.m. Tuesday, March 24, and remain closed through April 19.
- Kent Library will remain open 8 a.m.–5 p.m. Monday, March 23. Beginning March 24, the library will remain closed through April 19.
- Kent Library Computer Lab will be open 8 a.m.–5 p.m. Monday, March 23. Beginning March 24, it will remain closed through April 19.
- The Campus Health Clinic is closed until further notice.
- The Student Recreation Center and Student Aquatic Center are closed until further notice.
- Southeast Bookstore is closed until further notice.
- The U.S. Bank branch inside the Southeast Bookstore is closed until further notice.

I know there will be many questions in the days and weeks ahead. We will do all we can to continue to provide information to help guide you. I want to again thank everyone for forging ahead during these very challenging times. Please continue to monitor your Southeast email and our [COVID-19 informational page](#) for additional important announcements.

Sincerely,

Carlos Vargas  
President