



To: Faculty and Staff  
From: Dawn Howard-Bailey  
Date: March 23, 2020  
Subject: Coronavirus Update - Essential Personnel

Good Afternoon,

In an effort to curb the spread of the coronavirus, beginning Tuesday, 3/24, at 8 a.m., Governor John Carney has ordered Delaware residents to stay at home and nonessential businesses to be closed until May 15, or until the public health threat is eliminated.

Although most Wesley College offices will be closed, the expectation is that employees will work remotely during this time and continue to serve our students, faculty and staff. If you are unable to complete your job responsibilities remotely, please contact your supervisor.

All nonessential personnel are encouraged to work with their supervisors to continue working remotely to complete their necessary responsibilities. Please remember to complete the Temporary Telecommute Agreement Form and forward to HR.

Wesley College is committed to campus community safety and the continuation of essential operations during a pandemic and/or other unforeseen emergencies. Employees in positions designated as performing essential services are required to report to work. The following departments are considered essential:

- President's Office
- Provost's Office
- Finance Office
- Public Safety
- Dining Services
- Wellness Center
- Facilities/Maintenance
- IT
- Student Affairs

Our mailroom and printing services will be open Monday through Thursday, 8:30 a.m. – 4:30 p.m.

If you have any questions, please contact your supervisor or Human Resources.

Kind Regards,

Dawn Howard-Bailey  
Director of Human Resources