



COLLEGE OF
MOUNT SAINT VINCENT

OFFICE OF THE PRESIDENT

January 6, 2021

Dear Administrators and Staff,

Happy New Year! I pray this memo finds you and yours healthy and well, having enjoyed some time to rest and relax during the holiday break. As we enter this new calendar year, the senior leadership team is actively preparing for a safe and healthy return of the Mount community. With great hopefulness for the impact of safe vaccines, we are optimistic that our spring semester will help us begin to find some “normalcy” in the future. That said, we must openly acknowledge that COVID-19 infection rates continue to soar across the country.

As we plan for the return of students for the spring semester, we want to proactively attempt to slow the spread of illness and avoid having entire offices/areas exposed at once to COVID-19. Thus, beginning on January 11, 2021 and ending February 5, 2021, staff will operate on a hybrid work schedule. Specifically, all non-essential staff whose work allows*, will be expected to work on campus and virtually as a member of either Group A or Group B. Offices will remain open during normal business hours Monday to Friday during this time. Staff are asked to collaboratively plan groupings with their offices/areas and Directors. Directors are expected to communicate their plans to their Vice Presidents for approval.

Thank you for your continued commitment to the health and safety of our community.

Susan R. Burns
President

**Please note:* Essential employees includes staff in the areas of Dining Services, Facilities, Campus Events, Campus Safety and Security, and Operations. If you are unsure whether your work allows for a hybrid/remote grouping, speak with your Director and/or respective Vice President.