



March 25, 2020

Dear Aggie Family,

Today, the City of Greensboro issued a stay-at-home order for all city residents beginning Friday, March 27, at 5 p.m. through 11:59 p.m., April 16 (see attached), to reduce the spread of coronavirus. Similar requirements may be put in place for the entire state in the near future. The UNC System recently instructed all system institutions, including North Carolina A&T, to significantly reduce on-campus operations and support teleworking to the greatest extent possible. In light of both directives, mandatory employees who are required to report to campus should be the only employees on the university campus. All other workers should be teleworking from home, to the fullest extent possible, and only students granted waivers to remain in university housing should be on campus.

As we continue the work of the university remotely, it is important that we all are familiar with our respective responsibilities and roles. It is essential to our ability to meet the needs of our students and employees. Below are additional changes that affect all N.C. A&T students, faculty and staff. Please read this message thoroughly. Also, please know additional guidance from Human Resources will be forthcoming as guidance from state authorities is interpreted for our needs.

For Students

Residence Life and Campus Services

- Online instruction will continue for students as previously communicated.
- Students remaining in A&T residence halls or apartments were granted special permission to do so. All other students should remain at or return to their permanent, off-campus residence.
- Facilities that support the academic and recreational pursuits of our students, faculty and staff will be closed, including the Student Center, the F.D. Bluford Library and Campus Recreation Center.
- The Counseling Center will continue to be available for students by phone or video conference. Please call (336) 334-7727 for assistance.
- Takeout food service continues in Williams Dining Hall and 1891 Bistro. Elements convenience store in the Student Center is closed.
- Campus shuttle services have been discontinued. As of Monday, March 30, the parking deck entrance/exit booths will not be staffed.

Student Health Center

- The Student Health Center is open for limited services. **Call (336) 334-7880 before going to the office in person, unless you are experiencing a medical emergency.** In that event, please call 911.

Refunds for Housing or Dining Services

- Decisions regarding potential refunds for housing or dining fees will be made by the UNC System in the near future, after the universities are beyond the immediate challenges regarding the spread of COVID-19. We will share more with you as we receive guidance.

Graduate Students and Post Docs

- For graduate students and postdocs whose work can be conducted remotely, telework should begin immediately.
- The Graduate College will provide guidance for thesis and dissertations.

For Faculty, Researchers & Other Employees

Online Instruction

- [Please click here](#) for directions and resources for faculty still adapting to online advising and instruction.
- If you have ongoing concerns about adapting your course or lab for remote instruction, please contact the Center for Distance Learning at (336) 256-0355 or 1-888-498-6752 or visit the [Digital Faculty Commons](#). We are exploring other opportunities to serve faculty, staff and students, so please continue to monitor the university's coronavirus website at [www.ncat.edu/coronavirus](#).

Research

- The university will continue to maintain critical research operations as long as possible. Only research personnel approved by deans are allowed to maintain critical research operations during this period.

Employees

- The UNC System has changed the definition of “mandatory employee” during this period to those who are directed by their supervisor to report to work, at a designated university worksite other than their personal residence, at specific dates and times. It is possible that an employee will have a portion of duties that are on campus and can fulfill the remainder of their duties remotely.
- Supervisors are responsible for designating mandatory employees and for assigning and tracking non-mandatory employees’ remote work. Our changed campus environment does not remove an employee’s responsibilities to complete work assignments.
- Effective immediately and until further notice, only mandatory employees under this new definition who need to report to work on campus should do so. All non-mandatory employees — including temporary employees and student workers — will continue to be assigned work and be expected to work remotely to the fullest extent possible. If employees are unable to work remotely, they may be eligible for paid leave with the approval of their supervisor.

We recognize this is a challenging time, and we deeply appreciate the work that all of you are doing on behalf of our university.

Sincerely,

Harold L. Martin, Sr.

Chancellor

Beryl McEwen

Provost and Executive Vice Chancellor for Academic Affairs

This email is an official communication from North Carolina Agricultural and Technical State University. If you have questions about the authenticity of an email message you have received, please contact the sender of the message or uncomm@ncat.edu.