

LINCOLN UNIVERSITY RESPONSE TO ALAMEDA COUNTY COVID-19 HEALTH DIRECTIVE – MARCH 16, 2020

On March 16, 2020, Lincoln University received guidance from the Alameda county health department to help safeguard our students, staff, and their families from the COVID-19 coronavirus. Alameda county along with six other counties in the SF Bay Area have similar directives. The government is directing that all residents shelter at home for 3-weeks beginning March 17, 2020. This directive limits activity, travel and business functions to only those essential needs (see attached Alameda Co. directive).

As a university, Lincoln is allowed limited operating exemptions from this directive that are defined by the government as “essential needs.” We can continue to;

1. Provide “minimum basic operations” to ensure building security, payroll processing, employee or student benefits, immigration, or other related functions.
2. Work at the “minimum basic operational” level by maintaining a six-foot social distancing space between people as much as possible.
3. Provide and support the facilitation of distance learning.
4. Perform the minimum necessary activities to facilitate the ability for employees to continue to work from home on-site.

Based on the essentials needs exemptions above, Lincoln is implementing the following operational changes:

1. Under the direction of the head of a division, full-time employees may work from home. Division heads will work with department directors to ensure directors are performing at-home work tasks that are assigned to them with measurable results. Directors will ensure the same performance standards and measures are applied to staff within their departments. If directors require part-time staff to work from home, directors will need to keep track of the work performed by the hour along with the same performance standards as the full-time employees.
2. The information desk at the entrance to the main building will be staffed (M/F, 9-5), and the door will remain locked. The door can be unlocked to admit people as necessary.
3. Departments will have different needs so directors should be prepared to be flexible. Some remote work may require an employee to come to Lincoln periodically to perform limited work tasks so supervisors should closely monitor the work to limit the time an employee would need to travel to and from Lincoln and to work on-site. There could be situations where an employee can work from home for two days and then have to come to Lincoln for one.
4. Department heads need to reduce the number of employees on-campus at any one-time since you need to have your department at a required minimum staffing level.
5. There may be students on campus who are taking online classes and need to take exams, which may include the DI lab. If this is the case, several classrooms should be used to ensure compliance with social distancing, and the lab should apply the same rule.
6. The DI lab and library will be closed during this period, and students will not be allowed to hang-out on campus.
7. All areas where students have taken exams will be cleaned by our cleaning staff before a new group of students is allowed access. The increased cleaning arrangements of staff areas will continue.
8. Students should be advised to monitor the university website’s home page for announcements and updates.