



SUBJECT: UNIVERSITY NOTIFICATION

DATE: March 16, 2020

Dear NDNU Community Members,

As we continue to learn more about the global coronavirus crisis and its magnitude, we want to thank all students and community members who have assisted in guiding our students to secure off-campus housing wherever possible.

CDC RECOMMENDATIONS

Given the [new CDC recommendations](#) to cancel or postpone gatherings of 50 or more people for the next eight weeks, and [President Trump's announcement today](#) recommending all Americans avoid groups of more than 10 people for the next 15 days, we continue to urge our students to secure off-campus housing. [Please refer to the following CDC travel guidelines.](#)

BAY AREA SHELTER IN PLACE ORDERS

Furthermore, [six bay area counties are expected to announce "shelter in place" orders for residents](#), including San Mateo County, effective 12:01 a.m. Tuesday, March 17, 2020 and remain in effect through April 7, 2020.

RESIDENTS ON CAMPUS

We continue to ask students who are in on-campus housing to make contingency plans as we now plan for any possibility. As of this writing, there are no cases of coronavirus on campus and prevention is key. Again, we urge you to find permanent off-campus housing as a first priority and wherever possible, even if you have arranged to return, we urge you to not return.

To all of our resident students, we ask that effective immediately you do not return to campus to retrieve any items. Online curriculum is being designed with the understanding that some of our students may not have their books or course materials. If you have already made arrangements with Housing to return to campus to pick up items, we will honor these previously made arrangements. However, even if you have made these arrangements, we urge you not to return if possible.

For students who currently have approved exemptions, we ask that you please follow social distancing and if you are experiencing [any COVID-19 symptoms](#) that you self-isolate, follow CDC recommendations, and promptly reach out to Annabelle Bautista at agbautista@ndnu.edu or call (650) 508-3759.

MEALS & PUBLIC SAFETY

To promote continued health and safety, meals are being served in to-go boxes effective today, 03/16/20.

Public safety and professional Housing staff will be completing door-to-door, bed to bed checks to secure the safety of our students and residence halls.

NDNU EMPLOYEES (FACULTY & STAFF)

Given the anticipated six county "shelter in place" order, we are directing all "non-essential" personnel to remain at home.

VPN access is being given to faculty and staff members who work with students. Essential employees who don't already have VPN access will be given access and be allowed to work from home. Your manager, the human resources and office of information technology will assist with available VPN access.

With employees working remotely, everyone will be on the honor system and it will be manager's responsibility for oversight. Hourly employees are asked to appropriately [record working time in ADP](#) on a daily basis.

All employees may use accrued and unused vacation time for hours not worked. For salaried employees whose working day maybe limited or if determined by your manager that your work day has been reduced, you may use accrued and unused vacation time when not working a full day or may file for unemployment insurance.

Those employees who do not have accrued and unused vacation time may file for unemployment insurance and the California Employment Development Department will determine eligibility.

The California Employment Development [department website](#), has information related to coronavirus/COVID-19 regarding unemployment insurance, disability insurance (if you are ill), and paid family leave (if a family member is ill). If you have questions please reach out to hr@ndnu.edu.

Please, immediately [change your voicemail messaging](#) asking individuals not to leave messages but rather e-mail you at your ndnu.edu e-mail address.

COMMUNICATION UPDATES

As our national emergency continues to develop, we ask that you check this webpage regularly for updates. We ask for your understanding that responding to individual communications may not be possible at this time and we apologize in advance.