

Date: Tue, Mar 17, 2020 at 3:34 PM
Subject: Facilities access suspended through March 27
To: <Pima-All@pima.edu>

Sent on behalf of Chancellor Lee Lambert

Colleagues --

Like the rest of the U.S. and the world, our region faces a [critical inflection point](#) in its response to a new and formidable disease, Novel Coronavirus COVID-19.

Thus, the College must intensify its [social distancing](#) efforts. We recognize that by keeping away from each other, we are potentially saving the lives of members of our community. As a college and community, we must do our part to fight this global pandemic by [flattening the curve](#).

Toward that end, beginning today, March 17, and through Friday, March 27, all in-person services on campuses, centers and the District Office are suspended.

All employees are directed to work from home to the extent feasible, remaining in touch with your supervisor for details. Access to campuses, centers and offices is limited to emergency services and pre-approved critical activities, such as processing payroll.

We ask that all supervisors check in regularly with their employees to touch base and ascertain that all is well.

We are still working diligently toward a March 25 resumption of spring classes in a virtual environment. I want to thank our faculty for their efforts to help bring our students to the finish line. This work is demanding at a time that comes with personal challenges and stress. Please know your efforts are recognized and appreciated.

We understand that people may not have all of the tools, such as laptop computers or VPN access, that would be ideal. We are asking everyone to do the best you can with what you have, respecting that for now some tasks cannot be accomplished.

During the campus closure IT support services are being provided from remote locations. They are currently receiving a high number of support requests. Please expect delays and they will respond to all requests as soon as possible.

Employees with IT questions can request help in several ways:

- Calling the IT help desk at (520) 206-4900
- Emailing helpdesk@pima.edu
- Creating a ticket through the [IT Service Requests](#) link which can be found on the @Work page in MyPima.

IT will make every attempt to respond in a timely manner, given their virtual worksites.

The decision to move to an all-virtual environment is independent of the College's announcement on March 16 that a member of the college community might have been exposed to someone recently tested for COVID-19. The College is working closely with the Pima County Health Department to assess that situation.

The Health Department advises that the [risk of COVID-19](#) in the county remains low. Keeping that risk low is another reason to practice social distancing.

Health officials also advise that if you show [symptoms of the coronavirus](#) that you first contact your primary care physician. You also can contact a COVID-19 hotline at 1-844-542-8201 to reach a health care professional.

We also ask that you notify your supervisor so the College can consider a return to work protocol, if necessary.

As you know we are in unusual times. Our resolve and compassion will be both tested and rewarded. We will be guided in our decisions at all times by the safety and security of our students, employees and communities.

Please continue to monitor Pima email and [Pima.edu/COVID19](#) for updates. Additional operational details will be provided shortly.

Lee D. Lambert
Chancellor