



SPECIAL REPORT

FACULTY AND STAFF UPDATE

CAMPUS ACCESS MAY 4 - 8

FROM FINANCIAL & ADMINISTRATIVE SERVICES

Faculty and staff may retrieve office equipment and supplies May 4 - 8

Southwest Tennessee Community College continues to operate at Level 2.5 of the Pandemic Preparedness Plan, which means classes will be online this summer and locations are closed.

However, as the College prepares to launch Phase 1 of the reopening plan, faculty and staff will continue to work from home until further notice. Therefore, faculty and staff who need to retrieve additional equipment and supplies from Macon Cove and Union Avenue campuses and the Whitehaven and Maxine Smith centers may do so 8 a.m. - 4 p.m., May 4 - 8.

Prior to arrival, all employees who wish to remove office equipment must notify Information Technology Services via email at oit@southwest.tn.edu. IT will coordinate and provide appropriate documentation for equipment removal.

Safety is a top priority. Therefore, to access campus and while on campus, employees must:

- Wear their Southwest employee badge
- Check in and out at the Public Safety Office at each location
- **Practice social distancing at all times while at Southwest locations**
- **Wear masks and gloves at all times**
- Park in appropriate parking spots (do not park in fire lanes)
- Only visit their designated office space
- Not loiter, but retrieve items and leave immediately
- Not congregate in large groups

For those who need to process a check at Macon Cove Campus, the Cashier will be open noon - 4 p.m. Tuesday, May 5.

For more information, contact Public Safety/Police Services at (901) 333-4242.