



# Employees Who Are Cleared to Work on Campus

## Purpose

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In order to maintain a safe workplace and remain consistent with State of Michigan safe workplace guidelines, Southwestern Michigan College is requiring employees to work from home if possible as discussed in the Southwestern Michigan College COVID-19 Preparedness and Response Plan. This document outlines the general exceptions to this policy.

In all cases, the personnel who are on-campus will need approval from their supervisor, and departments will maintain the absolute minimum number of staff on campus to ensure continuity of operation.

## Senior Leadership

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As senior leadership of the organization, the president and vice presidents need to be available on campus. There are guests, students, and employees who will be present on campus and may, at any given time, need the guidance of senior leadership.

Assistant to the President – Needed on campus occasionally to ensure mail to the president is delivered, paperwork is delivered to the Board of Trustees, and paperwork is filed in a timely manner as required by law.

## Niles Campus

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The campus is open to the public. At least one employee is necessary to service current and prospective students.

## Residence Life

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Residence halls will remain open. Appropriate staffing is necessary for the security of the residents.

## Student Activity Center

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The Student Activity Center will remain open. Appropriate staffing is necessary to ensure operation.

## Admissions

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Campus is open to the public. Appropriate personnel need to be available to give tours, answer questions, and assist prospective students with respect to spring, summer, and fall 2021 enrollment.

## Human Resources

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Open by appointment only. A staff member needs to be available to ensure employee orientation occurs and paperwork is filed in a timely manner as required by law.

## **Security**

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To ensure the safety and security of all persons on campus, security will be present on campus as needed.

## **Institutional Research**

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Members of the institutional research department will need to be on campus occasionally to complete and submit reports using resources that are only available on campus.

## **Marketing**

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Members of the marketing department will need to be on campus occasionally to prepare materials using resources that are only available on campus.

## **Business Office**

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Campus is open to the public. The cashier's office will be open to take payments for student accounts. Bank deposits must be created, and payroll and accounts payable checks must be processed and printed. Two people are required in the office to ensure safety due to money handling.

## **Financial Aid**

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Campus is open to the public. Minimal staffing is required to be able to assist new and current students.

## **Information Technology**

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Minimal IT staff will need to be on campus to ensure continuity of operation by supporting IT infrastructure needs.

## **Buildings and Grounds**

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Members of the Buildings and Grounds team can only complete the essential responsibilities of their jobs on campus. All personnel will be on campus to ensure security, safety, and maintenance is completed for all buildings and grounds at both the Niles and Dowagiac campus.

## **First Year Experience**

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Campus is open to the public. Minimal staffing is required to be able to assist current and prospective students.

## **Academic Advising**

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Campus is open to the public. Minimal staffing is required to be able to assist current and prospective students.

## **Testing Center**

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Campus is open to the public. Minimal staffing is required to be able to assist prospective students with placement testing prior to registration for spring semester.

## **Records**

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Campus is open to the public. Minimal staffing is required to be able to assist current students and alumni.

## **Academics**

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Some members of faculty will need to come to campus to use equipment to ensure quality instruction for our current students. Deans and their respective administrative assistants will need to be on campus occasionally to assist members of faculty with preparation of quality instruction.

## **Fred L. Mathews Library**

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The Fred L. Mathews Library will remain open. Appropriate staffing is necessary to ensure operation.