

August 21, 2020

Dear Linfield Colleagues,

On Monday August 31, 2020, Portland Campus staff are requested to return to work on-campus as essential employees.

Oregon governor Kate Brown's executive order 20-9, issued on March 19, 2020, prohibited Oregon Colleges and Universities from conducting in-person instruction beginning March, 21. This executive order also contained an exemption "for the purpose of providing clinical, laboratory or other in-person instruction associated with courses required for the completion of health care-related certificates, licenses or degrees...that are essential to emergency response and resiliency efforts where no remote or online alternative is practicable."

In early June under this exception, Linfield began offering a highly effective mix of in-person simulation and hybrid offerings to a full cohort of accelerated students of 56 students. During the spring and through this summer we have operated with limited staff and faculty on campus and found new ways to make it work with our limited co-hort.

This fall semester, on August 31 we are welcoming back a full Portland campus with our generic and accelerated students. And once again we will have a good number of students in our residence halls. Time has come for us to return to as near normal operations as possible, including bringing back our employees as essential workers in our academic setting.

Over the past months, the Recovery Team has been working tirelessly to facilitate a safe return. Below is information with links to Temporary Policies that have been put in place to allow employees to return to campus safely. In an effort to maintain the safety of the Linfield community, employees are asked to review [Health Monitoring Daily Checklist](#) before coming to work each day.

Linfield ID Badge

All Linfield employees will be required to have their Linfield ID badge visible at all times while on any Linfield campus or location. Lanyards will be provided for employees by [Environmental Health & Safety](#) if needed. The Linfield ID Badge Policy can be found here: [Linfield ID Badge Policy](#)

Face Covering

In alignment with public health recommendations, Linfield is taking measures to prevent community spread of COVID-19, which includes requiring a face covering to be worn while on Linfield campus property where physical distancing cannot be maintained and while inside a campus building. [Environmental Health & Safety](#) has a supply of disposable face coverings available and can provide them to employees if requested. The Face Covering Policy can be found here: [Face Covering Policy](#)

Behavioral Health Practices and Community Safety

The Linfield community is expected to focus on their personal hygiene and behaviors which will help prevent the transmission of COVID-19 to each other. Additionally, all community members are expected to practice safe physical distancing guidelines to protect themselves and our campus community. The Health Practices and Self-Health Monitoring Process can be found here: [Health Practices and Self-Health Monitoring Process](#)

Physical Distancing

Environmental Health & Safety, in conjunction with Student Health, Wellness & Counseling, will provide guidance regarding changes to workspaces and shared facilities, such as restrooms and elevators, to comply with physical distancing protocols. If there is an area that requires additional partition, plexiglass, signage or visual cues so that proper physical distancing can be observed, please contact [Environmental Health & Safety](#). The Recovery Team has provided floor markings to help physical distancing, but when employees arrive at their work location, if there is a need for additional markings, please contact [Environmental Health & Safety](#). The Physical Distancing Policy can be found here: [Physical Distancing Policy](#)

Enhanced Cleaning & Disinfection

In alignment with public health recommendations, Linfield is taking measures to enhance cleaning and disinfection protocols. A community-level effort is essential if we are to gradually increase our engagement activities in a safe manner. The Cleaning Services team works hard to routinely clean and disinfect all Linfield campuses in accordance with CDC guidelines. But we all need to do our part and wipe down personal work surfaces and commonly touched areas to stop the spread of illness and protect ourselves and others. The Enhanced Cleaning and Disinfection Protocols can be found here: [Enhanced Cleaning Policy](#)

Vulnerable Populations Guidelines

The Human Resources department has provided guidelines to return to work if an accommodation is required: [Procedure for Returning to Work](#)

In closing, resuming onsite and in-person activities will require an institutional and personal commitment to protect our own health and to respect the health and safety of those around us. Please **view** this important message from Erik Stenehjelm, Director Environmental Health and Safety: <https://youtu.be/PGAQ7855hTc>

There are resources available to support you during this time. This is a community effort and our success depends on everyone; your continued cooperation with managers and supervisors will be crucial to Linfield's collective well-being and health.

Mary Ann Rodriguez
VP of Finance & Administration/CFO