

Good evening everyone,

Let me thank you again for your dedication and calm as we transform this institution into a virtual existence to protect the health of our teams, our students and our community.

To comply with the Governor's Order to Shelter in Place, the College is operating virtually for all functions beginning 5pm Saturday, March 21 through April 7. The goal of this order is to flatten the curve of the spread of the virus.

Illinois Central College will remain operational and continue its instruction, services and operations while our amazing employees shelter in place at home. During the Shelter in Place, the only employees who will have access to campus are a limited number of campus police, facilities and IT staff.

We have requested, and the Board of Trustees approved, that **employees will be paid through the end of the semester.**

- Ø All full time employees will be paid their regular full-time hours.
- Ø All regularly scheduled part-time employees will be paid the average number of hours worked over the past two pay periods (2/9/20 – 3/7/20)
- Ø Most irregularly scheduled and temporary employees (including student employees) will be paid the average number of hours worked over the past two pay periods (2/9/20 – 3/7/20). Please contact your manager with any questions.

We will continue to serve our students in our proud tradition of exceptional support. This encompasses the following:

- **Semester Schedule:** The semester will resume online March 30 as planned.
- **Equipping Employees: THE NUMBER ONE JOB is to get our employees the equipment they require to work from home. Employees waiting for equipment should come to the East Peoria campus between 8am and 4pm, Saturday, March 21, to pick up their equipment at the Career Center parking lot by the loading dock.**
- **Campus Access:** During the Shelter in Place, only the individuals from Facilities, IT and Police will be allowed on campus. **If you have anything on campus you require, you must retrieve it prior to 5pm Saturday, March 21.**
- **Communication Plan:** We will continue to send all-campus emails daily.
- **Email Standard:** During our virtual operation period, email will be the standard form of communication and phones will be secondary. This ensures our students will not receive a busy signal when they call the College.
- **Common Voice Mail Message and Email Signature:** We will be sharing these with you soon.
- **Zoom Licenses:** These have yet to be received. Until further notice, please use the free version.

Overall, my advice to each one of you is to remain calm and persevere. This is a very unsettling time for all of us. This too shall pass. You are an amazing group of people and I have every confidence you will rise to the occasion.

As a college, we are living a paradox, calling for solidarity while managing separation at the same time. We all understand the pain of enduring separation when all we desperately want is to come together as families, friends and our ICC community. Remember you are not alone, and our ICC community remains strong and vibrant albeit virtual.

We will come out on the other side of this stronger, with new skills, and a new sense of what it means to be on Team ICC. We will continue to be there for our students, our community and each other in new and exciting ways.

Shel F. Quirk-Bailey