

Subject: Updates on return to campus for week of June 15

Date: Friday, June 12, 2020 at 7:43:30 PM Eastern Daylight Time

From: Campus Alerts

Dear Laker Nation,

In preparation of the first phase of employees returning to campus on Monday, June 15, we have updated the employee section of the COVID-19 site (<https://clayton.edu/coronavirus/employees>). Guides for supervisors and employees have been developed to include information about preventative practices, self-monitoring and work schedule best practices.

Also, don't forget that all employees must complete mandatory COVID-19 training by Tuesday, June 23. If you are scheduled to return before June 23, please complete these requirements prior to returning.

If you have already completed the training course, your completion status will carry over, and you will not have to take the course again. However, you MUST take the acknowledgement.

The link to the learning program is: https://claytonstate.skillport.com/skillportfe/main.action?path=summary/LP/lp_r2w_covid19.

Thank you,
The Office of Human Resources

