



# UEE's Open Door

June 03, 2020

## Message from Micki

Dear friends,

Thank you for the many prayers, phone calls, messages, and acts of kindness you have offered me the past several weeks. As many of you know, I had surgery last Monday to remove an infection in my chest. The surgery went well, and I was able to reunite with my family on Friday. I have several months of recovery, but have started working in a limited capacity. If you need something in the coming weeks, please don't hesitate to reach out to Gracie Gallagher or Lee Sicinski. They are participating in many University-wide committees regarding the re-opening of campus, and can assist with specific questions or priorities.

I also write today to acknowledge the pain and suffering felt across our country. Know that each member of our extended UEE family holds a special place in my heart, and that you are heard, seen, and deeply loved. I invite all of you to join me in praying for greater love, unity, racial justice, and hope. In our prayers and actions, may we renew our commitment to education, empathy, compassion, and intentional change. Thank you for continuing to advance our shared mission. May we continue to do in a humble, kind, inclusive, and hopeful manner.

In Notre Dame,  
Micki

## UEE Pulse Survey

Thank you to everyone that provided feedback in the Pulse Survey! The feedback was very positive, indicating most employees feel supported and informed by UEE. We appreciate those that have shared both joys and concerns.

We did have some survey responses indicating that we could provide more information on the campus resources available and explain what we are doing as a university to be safe. We will continue to be transparent in our communications and provide valuable information. In this newsletter, we have included campus resources for employees as well as campus safety reminders to prevent community spread. Please let us know how we are doing - we encourage you to continue providing feedback through [UEE is Listening](#).

## Kudos to UEE Teams Assisting with Move Out

Many teams across campus, including UEE, have had a larger role in Move Out than in previous years. Running for 21 days compared to the usual 3-4 days, many university teams have stepped up to provide on-campus support to serve our students.



- The **Campus Dining** teams are providing essential parking and usher services each day. Team members are spending the majority of their shifts outside helping direct students and families to make the process seamless.
- The **Morris Inn** team, with assistance from **University Catering**, is providing accommodations to many families during Move Out.
- Rohr's recently opened with the **Morris Inn Food and Beverage** team serving as one of the only dining options on campus for families.
- The **Bookstore** has been open daily to allow for book return and provide services.
- **St. Michael's Laundry** and the **Card Office** continue to operate serving faculty, students and staff on-campus.

In addition to the teams mentioned, many members across UEE are providing additional on-campus support or volunteering in new roles, including team members from the Religious Houses, University Events, Enterprises and Operations, People, Finance, Marketing, and Strategic Initiatives. Thank you everyone for your help!

## COVID-19 Safety Protocols

All UEE employees should have received an email from Campus Safety on May 20 detailing [Important COVID-19 Guidelines for Faculty and Staff](#). As a reminder:

- Faculty and staff working on campus should take their temperature daily before coming to campus. If you have a temperature above 100.4 degrees, please do not come to campus.
- Faculty and staff working on campus should practice physical distancing – maintaining a minimum of 6 feet distance whenever possible.
- Masks must be worn by all faculty and staff working on campus whenever physical distancing is not possible or may be difficult to maintain.
- Practice good hygiene at all times: wash your hands often and use hand sanitizer when soap and water are not readily available.
- The University has implemented advanced cleaning processes to help counter possible transmission of the virus per public health guidelines.

## Updates from University Leadership

On May 18 and May 29, Fr. Jenkins and Executive Vice President Shannon Cullinan shared letters with the University community detailing aspects of the University's **plan to reopen campus**, as well as information on **health and safety protocols** that are being put in place. Both communications are available at [coronavirus.nd.edu](https://coronavirus.nd.edu), but looking ahead, staff should plan for:

- Very limited programs on campus during the second half of summer.
- Fall Semester classes to begin the week of August 10 and conclude before Thanksgiving, with no Fall Break.
- If you are currently working remotely, please continue to do so until additional guidance is provided by your manager.
- Staff members are likely to return to campus at different times, depending on roles and responsibilities.
- Some staff members may continue to work remotely as their role allows, possibly beyond the planned reopening of campus in August.
- Health and safety protocols will be put in place to protect the health and safety of faculty, students, and staff members, with more details forthcoming

## Resources

Need help but not sure where to go? The following links and resource guide are a great place to start!

- [Health Advocate](#) - 1-866-695-8622 or email [answers@HealthAdvocate.com](mailto:answers@HealthAdvocate.com)
- [Employee Assistance Program](#) - User ID: notredame, password: gond (or call 1-888-267-8126)
- [Wellness Coaches](#)
- [Compassion Fund](#)
- [ADA, STIR, & FMLA](#)

For more information, please refer to the [COVID-19 Resource Guide](#).

## Staff Program on June 10 - Embracing Uncertainty

We are living in a time of great uncertainty which has impacted our work, families, social networks, physical well being, and faith practices. The ability to better predict, plan, and prepare for the foreseeable future is greatly challenged and at times seems like it has disappeared.



Join Dr. Peter Barnes, Staff Psychologist from the University Counseling Center, and Fr. Jim Bracke, C.S.C., Staff Chaplain, to learn helpful ways to cope during these times, how to deal with this uncertainty, and the stress and anxiety it provokes.

[RSVP by Tuesday, June 9](#) – encouraged but not required. Click [here](#) to join the Zoom session on Wednesday, June 10 at 12 p.m. All UEE employees are invited to attend!

## UEE Team Website & Facebook Group

Visit the UEE Team [webpage](#) for the latest updates for the division, quick links to popular campus resources, links to Micki's archived Facebook Live updates (which are closed captioned), and more! Please bookmark the page, as it is not public, and intended for UEE staff only.

If you haven't already done so, click to join the [UEE Facebook Group](#).



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## University Enterprises & Events

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