



UNITED TRIBES
TECHNICAL COLLEGE

March 17, 2020

OFFICE OF THE PRESIDENT

3315 University Drive, Building 5
Bismarck, North Dakota 58504
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Dear United Tribes Technical College Community:

Health information and data concerning the global pandemic of Coronavirus (COVID-19) continues to evolve as testing is administered and new data is collected. The World Health Organization (WHO) and the U.S. Department of Health has emphasized the importance of social distancing to decrease the spread of the Coronavirus (COVID-19). Centers for Disease Control (CDC) has determined those individuals who are ages 60 years and older or who have serious chronic medical conditions such as heart disease or diabetes are at higher risk of contracting Coronavirus COVID-19.

The following actions are being implemented to continue operations with minimal staffing for the safety of UTTC students, workforce, and community:

1. UTTC will establish and implement a combination of flexible shift and telecommute plans for non-essential non-faculty personnel to work from their homes. This process will begin on March 18, 2020 at 8 am and continue until all telecommuter needs are met. IT will be providing technical assistance as needed.
2. UTTC will be granting 6-2 Administrative Leave for those individuals who fall within the higher risk category as defined by CDC if they choose to participate beginning March 18, 2020 at 8 am until April 3, 2020 at 5 pm in order to assist them with social distancing per the CDC guidelines. In some cases, individuals who fall within the high risk category will also be telecommuters.
3. An expansion of the definition of full-time regular essential personnel beyond the current definition (RAs, Security, and Maintenance) will occur for the same time-period to ensure core operations continue across campus. We understand there are employees who are essential personnel who do not fit the higher risk definition, but are not comfortable in working and risking exposure to the Coronavirus COVID-19. These employees will work with their supervisors to schedule time off using Personal Leave, Annual Leave, or Sick Leave, or Leave Without Pay, without any risk of Corrective Action.
4. Theodore Jamerson Elementary School (TJES) and the Child Development Centers (Daycares) will suspend operations effective March 17, 2020 at 5 pm until April 6, 2020 at 8 am as the education and services provided by TJES and the Daycares are directly linked to UTTC students and employees.

Please stay in communication with your supervisors via telephone, email, and videoconference as determined by their departments. These actions will be reassessed on April 1, 2020 to determine if we are safe to return to work and school on April 6, 2020 or if the timeline needs to be extended.

The purpose of these actions are to assist you in staying home and taking care of yourselves and families to decrease the spread of Coronavirus COVID-19.

Blessings,

Leander R. McDonald, PhD
President