



## WARNER UNIVERSITY

Warner University Community:

As most of you will be aware by now, Florida Gov. DeSantis this evening ordered all Floridians to stay at home and limit non-essential movements in order to help control the spread of the coronavirus. This order begins at midnight on Thursday April 2 and will be in effect for 30 days.

The stay at home order means “non-essential” businesses across the state will be required to close. Residents must remain at home except for essential activities, essential business, and essential government functions.

### **What does this mean for Warner University?**

- **Who should report to work?**
  - The stay at home order does not apply to educational institutions, for the purposes of facilitating distance learning or performing essential functions. All employees who are not currently working remotely will be asked to report to work between 8 and 10 a.m. tomorrow, April 2.
  - Roles required for any essential business to "maintain basic operations," include security, payroll, communications systems and information technology, janitorial, grounds and facility maintenance and similar activities.
  - Employees who are not on the essential employee list are asked to drop in at work to pick up the resources you will need to work remotely for the next 30 days. Once you have secured the items you need you may return home and begin working. Work with your supervisor or area administrator if you have questions about remote work.
  - Essential staff are listed below in **green** and are expected to work on campus. Please refer to the chart below to verify your status. Hybrid employees are listed below in **yellow** and will perform some duties on campus and some duties remotely. Work with your individual supervisor to determine what your schedule should be. **If you are an essential or hybrid employee, please print this document and keep it in your vehicle in case you are questioned as to your purpose at any time during the next 30 days.**
- **What if I have health concerns about coming to work?**
  - If you feel that you have been identified as an essential employee in error, please see your supervisor who may appeal to his/her supervisor for clarity of duties or change in status.
  - We understand that some may have pre-existing healthcare concerns and therefore ask that you talk to your supervisor to clearly understand what duties you will be expected to complete from home.

- **What does this mean for students?**

- Like most other schools we are asking students to go home unless they have applied to stay. Those few who cannot make it home will be allowed to stay until dormitories officially close.
- Warner Dining Services will continue to provide food for those who cannot go home.

- **Will I get paid if my role is not “essential”?**

- Yes. Those who work remotely will be paid. All personnel will be expected to check in with supervisors to establish priorities, projects and measures for work. Warner University cannot afford to shut down at this critical time. If your supervisor is not able to assign work according to your normal duties, he/she may assign duties such as making phone/video calls to future students or potential donors. Supervisors will be expected to set clear and measurable guidelines for duties that will be reported as updates to supervisors at the end of each day.

- **How can I best prepare to be most effective in a remote office?**

- Please refer to the remote working guides provided by Warner ITS on the Moodle page [online.warner.edu](https://online.warner.edu). You will sign in using your normal username and password.

- **What if I want to use my vacation and personal hours?**

- If you have vacation and personal hours, you may certainly utilize them. Please be certain, as always, to seek approval from your supervisor to ensure that critical services are attended to.

As details come to light and future plans become clearer, we will be certain to communicate updates via email.

While this order is in place for 30 days, the reality is we don't know yet how long this pandemic interruption will occur. However, we do know that we have a community dedicated to high quality education and a big God who is worthy of our work and praise.

Let us continue to communicate, pray, and find some rest, while we look for reasons to be grateful and serve with a glad heart.

Blessings,



Dr. David A. Hoag  
President  
Warner University

## Warner University Essential Business Functions Staffing Plan

### Definitions:

**Essential** – Roles whose physical presence on campus are required for the support of facilitating distance learning or performing essential functions such as safety, facility maintenance, dining services, IT infrastructure and financial security. This work must always be performed on the physical campus of Warner University.

**Remote** – Roles whose physical presence on the campus are not essential for the support of facilitating distance learning or performing essential functions such as safety, facility maintenance, dining services, IT infrastructure and financial security. This work may be performed remotely.

**Hybrid Employees** – Roles whose physical presence on campus are at times essential for the support of facilitating distance learning or performing essential functions such as safety, facility maintenance, dining services, IT infrastructure and financial security, but whose work may also be accomplished through a rotating schedule of work performed on the physical campus of Warner University and work performed remotely.

### Warner Essential, Remote, Hybrid Employees

President	Hybrid
Exec. Asst.	Remote
Dir of Admissions	Hybrid
Admissions Staff	Hybrid
VP Advancement	Hybrid
Advancement Staff	Remote
SVP Business	Hybrid
Business Office	Hybrid
HR/Security/Risk	Hybrid
Dir of Financial Aid	Hybrid
Financial Aid Staff	Remote
VP Student Life	Hybrid
Student Life Staff	Hybrid
Residence Directors	Essential
Security	Essential
Mail Services	Hybrid
Warner Dining	Essential (as long as students remain)
Info Technology	Hybrid
VP Academics	Hybrid
Faculty	Remote
Distance Learning	Remote
Faculty Support	Remote
Library/PLRC	Hybrid (as long as students remain)
Royal Resources	Remote
Registrar	Remote
Athletics	Remote
Athletic Trainer	Hybrid (as long as students remain)
Maintenance	Essential
Grounds	Essential
Custodial	Essential