

**Beginning March 16, the majority of MC employees will be working remotely.** Senior vice presidents, the chief of staff, and vice presidents/provosts are authorized to approve exceptions for critical positions. A list of these exceptions is being compiled and will likely be available Friday, March 13. Those who do not make this list are expected to stay at home. The College is actively working to limit the spread of COVID-19 and unnecessary visits to campus undermines those efforts. **All events on campuses and College locations are canceled through April 5 unless otherwise noted on this calendar.** Thank you for your cooperation.

# ADJUSTED OPERATIONS SCHEDULE

## MARCH & APRIL 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8	9	10	11	12	13 <b>Faculty:</b> prepare for remote teaching, attend trainings, gather instructional materials <b>Staff:</b> prepare and gather materials for remote work, attend trainings <b>Students:</b> come to campus only for assistance you can't get remotely	14
15	16 <b>Instructional Faculty:</b> Spring Break; no work requirements except preparing for remote instruction: seek technology support/assistance remotely <b>Counseling faculty and staff:</b> remote work <b>Students:</b> Spring Break; do not come to campus: support services available online	17 <b>Instructional Faculty:</b> Spring Break; no work requirements except preparing for remote instruction: seek technology support/assistance remotely <b>Counseling faculty and staff:</b> remote work <b>Students:</b> Spring Break; do not come to campus: support services available online	18 <b>Instructional Faculty:</b> Spring Break; no work requirements except preparing for remote instruction: seek technology support/assistance remotely <b>Counseling faculty and staff:</b> remote work <b>Students:</b> Spring Break; do not come to campus: support services available online	19 <b>Instructional Faculty:</b> Spring Break; no work requirements except preparing for remote instruction: seek technology support/assistance remotely <b>Counseling faculty and staff:</b> remote work <b>Students:</b> Spring Break; do not come to campus: support services available online	20 <b>Instructional Faculty:</b> Official MC Holiday; do not come to campus <b>Counseling faculty and staff:</b> Official MC Holiday; do not come to campus <b>Students:</b> Official MC Holiday; no classes; do not come to campus	21
22	23 <b>All Faculty:</b> remote instruction/technology assistance <b>Staff:</b> remote work <b>Students:</b> log on to classes remotely; no face-to-face classes; support services available online <b>Board of Trustees:</b> meeting will be held remotely with audio available to the public electronically (information to be announced)	24 <b>All Faculty:</b> remote instruction/remote technology assistance <b>Staff:</b> remote work <b>Students:</b> log on to classes remotely; no face-to-face classes; academic support services available online	25 <b>All Faculty:</b> remote instruction/remote technology assistance <b>Staff:</b> remote work <b>Students:</b> log on to classes remotely; no face-to-face classes; academic support services available online	26 <b>All Faculty:</b> remote instruction/remote technology assistance <b>Staff:</b> remote work <b>Students:</b> log on to classes remotely; no face-to-face classes; academic support services available online	27 <b>All Faculty:</b> remote instruction/remote technology assistance <b>Staff:</b> remote work <b>Students:</b> log on to classes remotely; no face-to-face classes; academic support services available online	28 <b>All Faculty:</b> remote instruction/remote technology assistance <b>Staff:</b> remote work <b>Students:</b> log on to classes remotely; no face-to-face classes; academic support services available online
29	30 <b>All Faculty:</b> remote instruction/remote technology assistance <b>Staff:</b> remote work <b>Students:</b> log on to classes remotely; no face-to-face classes; academic support services available online	31 <b>All Faculty:</b> remote instruction/remote technology assistance <b>Staff:</b> remote work <b>Students:</b> log on to classes remotely; no face-to-face classes; academic support services available online	1 <b>All Faculty:</b> remote instruction/technology assistance <b>Staff:</b> remote work <b>Students:</b> log on to classes remotely; no face-to-face classes; academic support services available online  Expect College updates on remote status.	2 <b>All Faculty:</b> remote instruction/technology assistance <b>Staff:</b> remote work <b>Students:</b> log on to classes remotely; no face-to-face classes; academic support services available online  Make adjustments to new College notifications for week of April 6.	3 <b>All Faculty:</b> remote instruction/technology assistance <b>Staff:</b> remote work <b>Students:</b> log on to classes remotely; no face-to-face classes; academic support services available online  Make adjustments to new College notifications for week of April 6.	4 <b>All Faculty:</b> remote instruction/technology assistance <b>Staff:</b> remote work <b>Students:</b> log on to classes remotely; no face-to-face classes; academic support services available online  Make adjustments to new College notifications for week of April 6.

This calendar applies to all MC community members other than those on the exceptions list.