

Coronavirus Update and Additional Guidance

Wednesday, March 18, 2020

Team NPS,

We are navigating through uncharted waters. In times like these our commitment to working together is essential, and your collective efforts to date have been extraordinary and inspiring. I recognize this is hard and I greatly appreciate everyone's extra efforts, and your dedication to each other and our important mission.

Yesterday, Monterey County issued direction for residents to "shelter at their place of residence" until 11:59 p.m. April 7, with exceptions to provide or receive certain essential services or engage in certain essential activities and functions more fully outlined in the order.

The county order provides exceptions for essential government services to include educational institutions identified as "Essential Activities" to provide services for the purposes of facilitating distance learning and performing essential functions. We are operating within this guidance.

In advance of the county's order, I issued guidance in my latest NPS all-hands email providing direction to maximize telework and to prepare to conduct all Spring quarter courses in distance format. Unless otherwise directed, all of my previous guidance applies with the following additions and details.

Effective today:

1. NPS workspaces are closed and mandatory telework is directed until further notice. Exceptions will be made on a case-by-case basis. The President has delegated approval authority to the Chief of Staff (COS) and Provost for the purposes of facilitating distance learning, classified related work and executing NPS essential functions (while maintaining social distancing requirements). Contractor program managers should contact their contracting officer for specific direction.
2. All finals for the winter quarter should be given as "take home" exams. Faculty may also decide to use other criteria to evaluate students' work and waive final exams.
3. Faculty teaching next quarter who do not have the capability to do so from home may come to their NPS offices for the purposes of teaching their courses.
4. All labs, SCIF, and STBL are closed. However, the STBL and SCIF remain open for review of student theses that are classified and for activities that are deemed essential to national security. Lab exceptions include ongoing experiments that would be damaged unless tended to by someone. The COS and Provost have authority delegated to grant such exceptions case by case.
5. NPS employees who can only accomplish assigned duties while working in a lab or SCIF and are not telework-eligible should contact their supervisor who will contact the

Director of Human Resources to discuss whether Weather and Safety Leave may be granted. Weather and Safety Leave may be authorized regardless of whether your position is supported by direct or reimbursable funds. Please note, however, that intermittent employees are not eligible for Weather and Safety Leave.

6. While the Monterey county shelter in place order is in effect, faculty teaching courses that require use of the SCIF or labs will: a) plan to either not hold classes the first two weeks of the coming quarter (and compress lessons plans to ensure graduation) or b) teach via DL using only unclassified content or topics that don't require labs. Each professor has the flexibility to determine what is best for his or her respective courses.
7. The Dudley Knox Library will be closed to patrons. Only the library staff designated as essential for supporting distance learning will be permitted to come to campus.
8. Telework employees for NPS that generally commute at least twice per pay period but are temporarily unable to do so due to the county's shelter in place requirements can continue to telework without a change in locality pay.
9. For students, follow your daily mustering requirements to ensure force health and reporting accountability.

The Naval Support Activity Monterey base remains open with modified services to support NPS and all tenant commands.

Supervisors play a vital role in circumstances like this and I am counting you to continue to engage on challenges as they arise. My intent is for all supervisors to proactively lead mission accomplishment and actively oversee their personnel. Develop plans to safely deliver mission-critical functions and utilize all communication methods available (phone, email, Teams, conferences lines, Zoom, text, etc.) to continue to support our students and accomplish our mission. If ever unsure, bring your questions to leadership attention so we can resolve issues and evaluate if they have broader application and benefit to others.

We are a learning institution, which means we are uniquely prepared and fully capable to adapt, adopt and find opportunity where it did not exist before. I am so proud of how the NPS community is coming together and rising to this challenge.

Finally, be safe. While our work and mission remains vital, I need all of you to take care of yourselves, colleagues, friends, family and shipmates. Our students are the mission; your safety is my priority.

With great respect,

Ann E. Rondeau, Ed.D.
Vice Admiral, U.S. Navy (Ret.)
President, Naval Postgraduate School

View previous Virtual Town Hall here: <https://wiki.nps.edu/x/erfuRQ>

