

## Chico State Enterprises Announcements Thursday, March 19, 2020

### COVID-19: Chico State Enterprises Update

Dear CSE Project Directors, Center Directors, Staff and other Stakeholders,

Yesterday afternoon President Hutchinson announced that starting Monday March 23<sup>rd</sup>, Chico State will have the majority of campus staff transitioning to work off-site. As part of the campus community, Chico State Enterprises (CSE) is aligning with campus and moving forward with having CSE employees work remotely as well effective Monday March 23<sup>rd</sup>. CSE will not be closed but limiting workplace activities to essential functions only. Employees will not be allowed to report to their workplace unless they have been approved for performing essential functions. For those employees that have been approved to report to the workplace need to adhere to the [social distancing guidelines](#).

CSE is asking all managers to review the [Temporary Telecommuting Program](#) and consider whether any job functions (essential or non-essential) in their area can be accomplished at a remote location. We understand that not all jobs are conducive to telecommuting, and not all requests to telecommute can be accommodated given the operational needs of a particular unit.

Starting Monday March 23<sup>rd</sup>, to provide additional safety and security during this time with significantly less employee presence, both 25 & 35 Main front door access will remain locked and restricted to individuals who currently have card access. If you have a campus ID card and have a designated building that you normally work in, your key card will get you into your building. If an employee experiences any issues with their card access, please have a manager contact Facilities Management and Services at (530) 898-6222.

With access to 25 & 35 Main restricted, **all payroll checks, reimbursement and vendor checks will be mailed. Checks will be not available for pickup.** You can sign up for [payroll direct deposit](#) by completing the form and fax to CSE HR (530) 898-3391 or can be mailed to Chico State Enterprises, 25 Main Street, Suite 206, Chico, CA 95928.

As President Hutchinson has stated, your patience, understanding, and flexibility is greatly appreciated as we all respond to the ever-changing COVID-19 situation.