

**From:** [David C. Jordan](#)  
**To:** [ALL ADMIN STAFF](#); [ALL FACULTY FULL-TIME](#); [ALL FACULTY PART-TIME](#)  
**Subject:** Information for SU employees about Governor's Executive Order  
**Date:** Tuesday, March 24, 2020 11:08:37 AM

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Dear Stevenson Faculty and Staff,

Governor Hogan issued an Executive Order yesterday morning mandating the closure of all non-essential businesses in the state of Maryland as of last evening at 5pm. Stevenson University still has a number of functions that must be carried out on campus, therefore certain employees have been notified directly that they are considered essential and may spend some or all of the time physically present at the university. Those individuals will have documentation, issued by Human Resources, showing their authorization to be on campus starting immediately.

All other employees who have not been designated as essential should stay away from campus, effective immediately, to meet the Governor's recommendations. Any employee who has not been notified that they are designated as essential, but feels that they must be on campus for any reason, should notify their supervisor who will make a decision in conjunction with the area VP about the necessity of the employee's presence on campus.

Employees who have been approved to work remotely should continue to work remotely. Further guidance will be issued shortly addressing those employees who have not been approved to work remotely, and who have not been designated as essential to work on campus, and therefore cannot currently work some or all of their normal work hours.

Thank you.

Sincerely,  
Dave Jordan

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