

From: [Office of the President](#)
To: faculty@etsu.edu; staff@etsu.edu
Subject: REVISED University Closure Oct. 5-6
Date: Wednesday, September 23, 2020 12:32:00 PM
Importance: High



East Tennessee State University
Office of the President

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Dear ETSU Faculty and Staff,

As we move further into the new academic year, I would like to take this moment to extend my deepest appreciation to each member of the ETSU family for all that you have done to sustain and support our university throughout this pandemic. Together, as one ETSU community, we have created solutions for the challenges that were presented to this institution. Our dedicated faculty and staff have worked tirelessly to sustain our teaching, research, and service mission and to continuing doing what we have done for more than 100 years: improving the quality of life for the people of this region.

Based on the recommendation from senior leadership, I am pleased to announce that two additional administrative days will be provided to all ETSU employees this fall. The university will be closed October 5-6 at which time classes will not meet and offices will not be open. These days are being provided as our way of saying thank you and as an opportunity for you to rest and rejuvenate in anticipation for the remainder of the fall 2020 semester. Please note:

- Students scheduled for clinical rotations on those days should attend.
- Students with scheduled educational activities in the community (e.g., student teaching, service learning hours, internships) should attend.
- Quillen College of Medicine students and Gatton College of Pharmacy students should continue with their current academic schedule as planned.
- Students with questions should contact their program coordinator.
- **Faculty and staff who must work during that time (e.g., university employees working in the clinical environment or**

precepting students on clinical rotations) will be able to take the days off at a later time. That time must be used by February 28, 2021.

- Employees should record an “L” on their timesheet for October 5 and 6. Only employees who cannot take the days on October 5 and 6 because of teaching/clinical responsibilities may use the days at a later time. Those employees should record an “L” on their timesheet when the days are used.

Please make sure that you observe proper safety precautions and practices at all times. This includes social distancing and wearing a facial covering. I am deeply proud to be part of the ETSU family and to count each of you as my colleague. Thank you for all you have done and will continue to do for this amazing institution.

Sincerely,

Brian Noland
President