

**Subject:** LeChase Hall Closing

**Date:** Friday, March 20, 2020 at 6:49:25 PM Eastern Daylight Time

**From:** Warner School Dean's Office

**To:** Warner School Dean's Office

**Priority:** High

Dear Warner School Faculty, Staff and Students,

In accordance with the executive order from the Governor, all Warner community members are now required to work from home, and all non-essential businesses must close. As such, LeChase Hall will be closing to all faculty, staff and students effective 8pm on Sunday (3/22), until further notice. If you have important personal or academic materials in LeChase, please pick them up as soon as possible. Please note that the building is locked, so you will need your ID card to enter.

Online classes and work will continue, as all Warner faculty and staff transition to work remotely and communicate by phone, email, and zoom with each other and our students.

**Faculty and staff:** Please be sure that you pick up anything you need to work from home until further notice. Please follow social distancing, staying at least six feet from colleagues and students. The Governor's order also means that faculty may not teach from the building.

**Students:** LeChase Hall should no longer be used for congregating or working, effective immediately. The building is open until Sunday at 8pm only to retrieve your belongings. I also want to encourage all students, especially those still living in University housing, to practice social distancing, staying at least six feet apart and avoiding gatherings.

We must all do our part to slow Covid-19's spread. I know that this is very hard and not the experience any of us imagined for spring semester. Thank you for doing your part.

Sincerely,

Brian O. Brent  
Acting Dean  
Senior Associate Dean of Graduate Studies  
Earl B. Taylor Professor  
Warner Graduate School  
University of Rochester