Millersville University Closed – Stay at Home Order

To: University Community April 1, 2020

From: Chief Pete Anders

Re: University Building Access Notice

In conjunction with Governor Wolf's Statewide Stay-At-Home Order, the University has closed buildings to all employees other than essential employees on campus for life sustaining duties and the limited students in the residence halls. **Card access** to buildings has been cancelled to all employees other than essential employees for the safety of our community and to restrict building access to the current academic and business needs of the University. With rare exception, an employee's visit to campus should be brief, limited to 15 – 30 minutes.

STUDENT Access – Students, including student employees, **will not** be provided access to campus buildings without approval from VP Gil Brown or Chief of Staff DeSantis. This approval process will be very limited and will occur through written request through supervisors.

Faculty Staff With KEYS – Faculty and Staff with keys should notify their immediate supervisor of their need to come to campus prior to coming to campus. Upon arrival on campus, faculty and staff with keys should call University Police dispatch at 717-871-4357 then press #2 for non-emergency police service and provide the below information to the dispatcher:

1. You are calling from Millersville University. Please then provide your name, the building you plan to enter, the time you are entering and time that you expect to leave, the door you will key enter, the rooms you will be entering or using. Please wash your hands and follow all guidelines for safety prior to coming to campus and while on campus.
2. Please call the same number when leaving campus. University police will provide this information to housekeeping to allow cleaning on touch points for community safety.

Faculty/Staff WITHOUT Keys - Faculty and Staff without keys should notify their immediate supervisor of their need to come to campus prior to coming to campus. After arrival on campus, faculty and staff without keys should call University Police dispatch at 717-871-4357 then press #2 for non-emergency service and provide the below information for a building unlock:

1. You are calling from Millersville University and need a (provide building name) unlocked for access.
2. When the officer arrives, please again provide the officer with your name, the time that you expect to leave, the rooms you will be entering or using. Please wash your hands and follow all guidelines for safety prior to coming to campus and while on campus. Please maintain social distance with the patrol officer.
3. Please call dispatch when leaving campus. University police will provide this information to housekeeping to allow cleaning on touch points for community safety.