



February 8, 2021

Dear Colleagues,

In order to ensure the safety of all employees, effective immediately, we are introducing the requirement of an ID badge for all employees. The first phase of this requirement impacts essential employees. An essential employee, is an individual who is required to be on-site to perform their job duties. This includes all administrators, faculty, and staff who are deemed essential. Once this initial phase is complete, we will inform the remainder of employees of the next phase of ID badge distribution.

The first step in this process is to validate all essential employees on the [Essential Employee Roster](#) contained in the Management Team on Microsoft Teams. Please review the file and make certain that ALL essential employees within your department/division are listed in the roster. The work schedule and work station of each essential employee should be included, and please indicate whether or not they currently have an ID badge.

ID badges are to be worn at all times while on campus or at an Education Center. If an essential employee does not have an ID badge, they must pursue one of the two following options:

Option 1 – For employees who desire to use a photo of their choice

List their first and last name, job title, department name and employee ID# in [this EXCEL file](#). And upload the file and a photo to the [SHAREPOINT Folder](#). Note: Photos will be reviewed for quality. Employees with photos that are not accepted will need to pursue Option 2. Essential employees will be contacted when their ID badge is ready for pick up in the mailroom at the Main Campus. After 5:00 p.m., badges will be available for pick up at the temperature and COVID-19 symptom screening station in lot 12.

Option 2 – For employees who desire to have their photo taken:

List their first and last name, job title, department name and employee ID# in [this EXCEL file](#) and make an appointment at [this LINK](#) to have a photo taken at Comet Copy. The ID badge will be produced immediately and given to the essential employee.

Please note, the employee ID# will be printed on the back of the ID badge to preserve the security of employee ID numbers.

We appreciate your cooperation as we continue to secure the health and safety of all employees.

Stay well,

*Jack S. Kahn*

Jack S. Kahn, Ph.D.

Interim Superintendent/President