



CATE SCHOOL
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March 20, 2020

Dear colleagues and friends,

Here is what we have learned about the edict issued last night by the Governor of California:

- According to the [State of California](#) education is an essential service. “The California State Public Health Officer and Director of the California Department of Public Health is ordering all individuals living in the State of California to stay home or at their place of residence, except as needed to maintain continuity of operation of the [federal critical infrastructure sectors](#), critical government services, schools, childcare, and construction, including housing construction.
- Despite the adjustments we made for today, the campus remains open to employees living off-campus. We will continue to operate as necessary to deliver the distance learning program we have designed.

We recognize every employee may have different feelings about working on site, and we want to respect those views. Some work can be done remotely and some cannot. Our department chair or supervisor will be in communication with us as far as what that means for our area of responsibility and how our responsibilities may be best fulfilled. As always, our ability to collaborate, spread, and share work will be of critical importance.

- Meal service will continue as a “take-out” service. We are going to try a new format in the upcoming days. With this new format FLIK will take orders in advance using the [linked order form](#) and you can pick up your meals at the times noted.
 - For breakfast we will have pre-packaged danish, fruit, yogurt, whole fruit and cereal available from 8:30 - 9:30 a.m.
 - Brunch (on Saturdays and Sundays) will have a daily menu and we will need to place our order by 10:00 a.m. and our order will need to be picked up between noon and 12:30 p.m..
 - Lunch will have a daily menu and we will need to place our order by 10:00 a.m. The order will need to be picked up between noon and 12:30 p.m.

- Dinner will have a daily menu and we will need to place our order by 3:00 p.m. and pick it up between 5:30 - 6:00 p.m..
- Please limit any on-campus deliveries to essentials such as food or medications.
- The Harcourt Fitness Center will reopen on Monday with the following adjustments and stipulations:
 - We will sign up to use the facility on a Google Calendar that Erik Hansen is constructing and managing.
 - Sign-ups will take place in 30 minute blocks, and we may select as many as three consecutive blocks on any given day.
 - No more than three people may use the facility at any given time.
 - Existing expectations about cleaning and wiping down the equipment will be augmented by professional cleanings that will take place at intervals daily.

It seems fair to assume that circumstances will likely compel our continuing agility. But that is one of our strong suits in this community. Please feel free to ask questions if you have them, find some comfort in the new rituals of this unprecedented time, and have a great weekend.

Servons,

Ben



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