

## **Update from Dean Cahill on Governor Cuomo's Executive Order**

March 22, 2020

On Friday, March 20, Governor Cuomo issued [Executive Order No. 202.8](#), declaring that with the exception of “[essential services or functions](#),” “[e]ach employer shall reduce the in-person workforce at any work locations by 100% no later than March 22 at 8 p.m.”

Accordingly, until further notice, *all* employees are asked to avoid coming in to work at the Law School, other than the minimum staff necessary to support essential functions such as facilities maintenance and security. If you are such an employee, you will be hearing (or have heard already) from your supervisor about work scheduling.

To facilitate our ability to comply with the Executive Order and to operate with the minimum required staffing, we are closing our main building at 250 Joralemon Street, and our offices at 111 Livingston Street, effective at 8pm this evening, until further notice.

Like the situation during winter break, the buildings will be closed, but a minimum staff will still be on hand to maintain security and accept mail. They will also be able to admit faculty members who need to access their offices on a one-time basis to obtain necessary teaching materials they may have left behind over spring break. We will make arrangements to have mail organized and forwarded to the heads of administrative departments, as necessary. Mark Hampton will follow up with administrators about the details of mail forwarding.

Feil Hall remains open. Students needing access to course books should refer to the Library's [Remote Access to Resources](#) guide. The major casebook publishers are making electronic casebooks available for free to students through the end of the semester, and the information about how to obtain access is under the tab “Online Access to Case Books.” The guide also has a lot of other information about online access and contact information for the reference librarians for any problems (e-mail [askthelibrary@brooklaw.edu](mailto:askthelibrary@brooklaw.edu)).

More generally, while buildings are closed, administrative offices are still functioning remotely. Students can e-mail or call any department as needed.

Further updates about our operations and policies will be provided as soon as they are available. Many thanks for your flexibility and fortitude as we try to

respond to evolving circumstances and keep ourselves, and our surrounding community, safe and healthy.

Sincerely yours,

Michael Cahill