

In This IssueWebmail users [click here](#)**Official News/General Announcements**

- [Children in the Workplace](#)
- [COVID Return to Work Training & Quiz](#)
- [Bike Hub Hours](#)
- [AU Fresh Dining Hours](#)
- [On-Campus Classroom Technology Assistance](#)
- [CAREER DEVELOPMENT CENTER -- BOOK YOUR APPOINTMENT IN HANDSHAKE TODAY!](#)
- [HAT BUS](#)

What's Happening?[More Events...](#)

TODAY

- [#SaxonFriday](#)

TOMORROW

SUNDAY

- [Last Day to Drop, select Pass/Fail in a course that meets all semester](#)

Children in the Workplace

As a reminder, Human Resources, would like to refresh employees, on the Children in the Workplace policy.

Office and work space is not designed with the safety of children in mind. Although the campus strives to be a family friendly environment, it must be recognized that it is not appropriate to bring children to work as a substitute for making arrangements for regular childcare while at work.

Please click the link below to read the policy in its entirety.

Link: [Children in the Workplace Policy](#)

Submitted by: Kayleigh Jones

[back to top](#)

COVID Return to Work Training & Quiz

Before returning to work or on your first day back, you will need to log into canvas using your AU credentials:

<https://alfredu.instructu...>

- Review the training power point
- Take the short quiz
- Review the Return to Work Policy

It is your responsibility as a University employee that you know the proper procedures and protocol for returning to work and doing so safely.

Attachment: [Return to Work Guide](#)

Submitted by: Kayleigh Jones

[back to top](#)

Bike Hub Hours

The bike hub is now open! You must wear a mask and respect social distancing rules when going to rent a bike or take your bike in for repairs.

Hours are:
Monday 3-6 p.m.
Wednesday 3-6 p.m.
Thursday 3-6 p.m.
Friday 3-6 p.m.

If you have questions regarding rentals or repairs you can contact the Bike Hub by email at bikelending@alfred.edu

Submitted by: Emma McDowell

[back to top](#)

AU Fresh Dining Hours

Attached are the current hours of operation for AU Fresh Dining!

Attachment: [AU Fresh Dining Hours](#)

Submitted by: John Dietrich

[back to top](#)

On-Campus Classroom Technology Assistance

Information Technology Services is pleased to assist with instructors' classroom technology needs when classes begin on campus. If you experience difficulty with classroom equipment, or if you have a question, please contact the ITS Helpdesk at 607-871-2222 or helpdesk@alfred.edu as soon as possible. This will allow a technician to provide assistance immediately over the phone. If further intervention is required, a technician will be deployed to your location if one is available.

By directing your classroom requests to the ITS Helpdesk, you will help us track problem areas and address them efficiently. Thank you for your cooperation.

Submitted by: Meghanne Freivald

[back to top](#)

CAREER DEVELOPMENT CENTER -- BOOK YOUR APPOINTMENT IN HANDSHAKE TODAY!

Do you need to speak with a career counselor about an internship, co-op, resume or any other career

related advice? Book your appointment today through Handshake! It's a great and easy way to see when all of our career counselors are available to assist you!

To book your appointment, follow these 6 easy steps:

1. Go to alfred.joinhandshake.com and sign in with your Alfred email and password.
2. Click on the Career Center in the top right corner and click Appointments.
3. Then click on the Schedule a New Appointment button.
4. Select your desired Appointment Type.
5. Then you will see all of the available dates and times each counselor has! Select an option that best fits your schedule.
6. Next, select your appointment medium, and make sure that you add any details that you think your counselor may need to better assist you (like your phone number for a phone appointment). Then, click the green Request button at the bottom of the screen!

There you have it! You have booked your appointment with the Career Development Center!

Link: <http://www.alfred.joinhandshake.com>

Submitted by: Faith Piatt

[back to top](#)

HAT BUS

The Hat Bus is running for WalMart/Wegmans runs.

The bus is free for students with an ID.

Please note each bus can only take 6 students at a time.

The 1:06 pm run will have 3 buses, allowing for a larger group.

The 2:30 return run also have 3 buses back to Alfred.

Last return bus from Hornell is at 4:20 and it only holds 6 people use that only as a last resort!

**Please note that we only coordinate these bus runs with the HAT Bus Company, we do not set the schedule.

Attachment: [HAT BUS Schedule](#)

Submitted by: Eliza Ordway

[back to top](#)
