

From: List Server of ESU Campus-Community List

Sent: Tuesday, March 17, 2020 12:11 PM

Subject: Campus Update from President Marcia G. Welsh, Ph.D. - March 17, 2020

Colleagues,

Recognizing the power of the COVID-19 (Coronavirus) pandemic and Governor Wolf's state of emergency declaration, effective at noon today, the University is moving to a "remote work assignment" for employees who have duties that do not call for a physical presence on campus.

More specifically:

- Employees whose duties require a physical presence at the University will continue to report to work for their regular or modified shifts until further notice. Schedules for different staff and offices have been established by the different management teams as noted below. Supervisors will work with those essential employees who will continue to report to the University to implement social distancing measures in order to protect their health and safety.
- Employees who have been identified as able to complete their work remotely will continue the critical work of the University from their homes beginning Tuesday, March 17, until further notice. All employees should be prepared to work on assignments or assist others as necessary when requested by their supervisor. In all cases, the safety of our campus community is paramount.

Divisional Vice Presidents will provide further details regarding work assignments. Please direct any questions you may have to your department manager.

Given this situation, we know that physical distancing is a practice that is being recommended to stop the spread of virus and keep our community safe. I thought it might be a good idea to share some tips for social distancing at home and also at work for all of us to consider:

At home:

- Be vigilant and wash your hands often with soap and water for at least 20 seconds at a time. It's important to wash your thumbs, wrists, and in-between your fingers.
- When you cough or sneeze, be sure to cover your nose and mouth with the crook of your arm or a tissue and then immediately wash your hands or use hand sanitizer if soap and water are not available.
- Keep a distance of six feet between you and others.
- Do your best to stay away from large group gatherings and instead connect with others in small groups or online.
- Do not openly share food (e.g. pizza, chips, dip) with others.
- Keep your areas clean and free of clutter.

At work:

- Be vigilant and wash your hands often with soap and water for at least 20 seconds at a time. It's important to wash your thumbs, wrists, and in-between your fingers.
- When you cough or sneeze, be sure to cover your nose and mouth with the crook of your arm or a tissue and then immediately wash your hands or use hand sanitizer if soap and water are not available.

- Stay home when you are ill.
- Get a seasonal flu vaccine.
- Get plenty of sleep
- Minimize the number of individuals working within arm's length of one another. Do your best to arrange work areas with at least six feet of distance between people.
- Minimize food at meetings and gatherings.
- Facilities management has significantly increased cleaning frequencies, but we should all continue to be aware of our high-touch areas and keep them as clean as possible throughout the day.

Thank you and stay safe!

Marcia G. Welsh, Ph.D.
President

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