

**From:** Official ESU Email

**Sent:** Friday, December 11, 2020

**Subject:** Important Message to all Faculty and Staff from Interim President Kenneth Long - Friday, December 11, 2020

Colleagues,

Yesterday afternoon, Governor Wolf issued new, more aggressive orders related to the COVID-19 guidelines for all Pennsylvanians in order to stop the spread of the virus. In compliance with these more specific orders, we will be moving to remote work assignments for employees who have duties that do not call for a physical presence to assist students and other employees, or to provide for the maintenance and safety of individuals and physical assets.

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 each division specific to the respective duties and responsibilities of each department. 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 Monday, December 14, 2020, until further notice. All employees must be prepared to work on assignments during the established business hours as determined by their supervisor. In all cases, the safety of our campus community remains paramount.

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

In all you do, please continue to follow CDC and PA Department of Health guidelines to protect yourself and others: cover your mouth and nose with a mask when around others, sanitize common spaces often, continue to practice social distancing (maintain at least six feet of distance between you and people who don't live in your household), and wash your hands regularly.

This current operating protocol expires on January 4, 2021 consistent with the Governor's Order, but individual adjustments may be made by Divisional Vice Presidents to satisfy operational needs. We will continue to provide you with updates as they become available. Sincere thanks to all of you for your continued commitment and support in these difficult times.

**Kenneth Long**  
**Interim President**

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