March 17, 2020

TO: Leadership Council

FROM: Devinder Malhotra, Chancellor

RE: Staffing Continuity of Operations
        Mandatory telework and flexible work options during COVID-19 outbreak

As a follow-up to my Sunday, March 15th communication where I outlined the expectations for Staffing Continuity of Operations, I wanted to share with you additional guidance.

Until further notice, all colleges and universities and the system office are <u>directed to take immediate action</u> to implement telework for all employees unless work responsibilities require an employee to be physically present on site. It is important we keep our services operational so we can deliver on our priority to enable students to complete the spring semester, while safeguarding the health, safety, and welfare of our faculty, staff, and students. Students should have access to campus resources such as the library, computer labs, and other facilities needed for them to complete their work. Similarly, faculty and staff should have access to their offices and resources so that they can continue serving students.

All employees are expected to work from a remote location <u>by no later than Friday, March 20, 2020</u>. Employees will be notified by their supervisor if they are required to report to campus. All other employees should work with their supervisor to develop a work plan for working remotely until further notice. Campuses and system office are expected to make every effort to accommodate employees and allow them to work from home whenever feasible.

We understand that many employees may have young children at home or other barriers that make it challenging to work remotely during their normally scheduled shift. Employees should work with their supervisors on a work plan. Employees may request to change days, shifts, or hours of work with the approval of their supervisor. With fewer individuals in the workplace, our ability to adhere to the social distancing guidelines increase.

I have charged Vice Chancellor Davis to provide additional guidance to CHROs that is in accordance to MMB guidelines.