March 16, 2020

Dear Campus Community,

The continual increase in seriousness of COVID-19 has prompted further developments in Vermont, including the closing of K-12 schools. These actions came on the heels of the federal declaration of a national emergency on Friday.

It is clear that it is time in this fast-evolving situation to take additional actions on our own campus. Our first priority is the safety and health of all employees and students. Effective Wednesday, March 18, we are expanding the scope of allowable telecommuting. Supervisors and managers are strongly encouraged to enable employees to telecommute wherever possible. Decisions about which positions are conducive to telecommuting should be made in consultation with each Dean or Vice President (or their designee). All employees who telecommute are expected to continue all necessary work in support of the University’s operations, as scheduled on a daily basis, to keep daily track of their hours, and to request and report any exception time. The details of the temporary teleworking arrangement should be documented using the telework agreement.

Enabling telework wherever possible will significantly limit the number of people on campus, which will help to protect the health and safety of those who must be here. Employees whose positions require them to work on campus should practice social distancing, such as not congregating in groups, and maintaining a distance of six feet away from other people.

We are in the process of developing more specific guidelines for colleges and business units to assist them with the transition to telework, and will distribute them soon.

We will continue to assess the situation each day, and will provide important updates via email and on the Emergency Operations Group website. Please take good care of yourselves and each other during this difficult time.

Sincerely,

Wanda Heading-Grant
Vice President, Human Resources, Diversity and Multicultural Affairs