



March 17, 2020

Hello A.S. Team,

As San Diego State University continues to monitor the evolving situation related to the coronavirus (COVID-19) pandemic, please visit SDSU's public-facing site for the [latest SDSU-related information regarding COVID-19](#).

We hope each of you and your families are doing as well as possible during this unprecedented time. We wanted to provide an update on A.S. facilities and operations. Per updated COVID-19 guidance, our buildings are no longer open to the public, and we are assessing current construction projects. A.S. Elections are planned to continue as normal via WebPortal. Voting will begin at 8 a.m. on March 23, 2020 through 7 p.m. on March 26, 2020.

Additionally, following the March 16 message from President Adela de la Torre and Provost Salvador Hector Ochoa, and under the direction of the California State University system, we are swiftly reducing the number of employees coming to campus. In support of needed social distancing directives from public health officials, we are offering telework opportunities where possible.

The majority of our full-time staff will be placed on telework assignments and will work their normal scheduled work hours and receive telework pay at their current rate.

Additionally, we are working to identify A.S. staff members needed to perform on-campus work that cannot be accomplished remotely.

Full-time staff who are unable to telework will be placed on administrative leave with emergency pay at their current rate for their normal scheduled work hours.

The duration of these staffing adjustments are currently under discussion at the Chancellor's Office and more information will be provided once guidance is provided.

Area directors will send a separate email directly to part-time staff regarding their compensation and copy the full-time staff in their areas on these communications.

Additionally, Rosie Ramos, A.S. Payroll & Benefits Manager, will send additional information on payroll processing. This email will include instructions on entering time card hours and payroll deadlines during this time.

If you have specific questions regarding this information or your unique situation, please contact your supervisor.

We will continue to provide updates as information becomes available.

If any of your student staff is experiencing financial or other crisis, please have them contact the [Economic Crisis Response Team](#).

We wish each of you well. Looking forward to seeing you all again soon!

Christina Brown
A.S. Executive Director

Christian Onwuka
A.S. President