



**March 13, 2020**

**To:** Administrators and Staff

**From:** Jessica Rentto, Associate Vice President, Administration

**Subject:** Information for University Staff Regarding COVID-19 and University Operations

In follow-up to President Adela de la Torre's email this week, we would like to provide additional information to our administrators and staff regarding university operations. To that end, the University has announced that it is moving courses to virtual instruction and although campus remains open, students who would like to leave campus to return home are being provided with options to do so.

In light of these changes, we have received questions from faculty, staff and administrators regarding continued operations. We have posted and encourage that you read the [FAQs](#) (for university employees; employees of auxiliaries should speak with their unit-specific leads for information) on the COVID-19 site.

We are aware that certain school district closures are occurring, including San Diego Unified School District, which announced today its plans to end its in-person instruction beginning March 16 until April 6. We understand that such closures may introduce new childcare challenges for some faculty and staff.

As our campus remains open and critical services will remain in place to support our students, we are also working to accommodate the health, safety and childcare needs of our employees. Departments are encouraged to identify where remote work opportunities or flexible work arrangements for staff are possible while ensuring that the essential functions of the department are met.

We have developed temporary telework guidelines that will be distributed to managers for implementation later today. The availability of telework and other flexible work assignments is largely dependent on the individual positions and these options are not available to all positions. Your manager will determine whether or not your position is eligible for telework. Given the planned K-12 school closures, faculty and staff who are impacted may utilize accrued leaves while assessments are made regarding the feasibility of telework or flexible work assignments. Absent dean or vice president approval, children may not be brought to campus at this time.

Telework for some employees will start as early as Monday, March 16, but employees will continue to report to work until notified by their supervisor that they have been approved for telework or a flexible assignment. These assignments will remain in effect through April 5, during which time we will reassess any additional changes or necessary extensions. Auxiliary employees will be provided information by their respective units.

We understand that there are many questions relating to telework and flexible work assignments and we will be working with department managers to assist them. We will be scheduling Zoom meetings with department managers as soon as practical to review the guidelines and answer questions.

We will update the [FAQs](#) as new information develops so please check back regularly. Our staff play a critical role in the success of SDSU, and your health, safety and well-being are paramount as we navigate this evolving and dynamic global issue.