

June 22, 2020

Dear Colleagues:

I hope everyone had a good weekend. As our offices were closed on Friday in observance of Juneteenth, my weekly update is a little tardy, but hopefully serves as good reading to start your Monday morning.

My office has received an increasing number of questions from faculty and staff about returning to work on campus.

Let me first say that the University is working diligently to ensure the health and safety of our entire campus community. Part of that is equipping each office with appropriate disinfecting supplies. As I'm sure you can imagine, the demand for these items is far outweighing the supply, as evident by the cleaning supply aisle of your local retailer.

With that in mind, University administration is prioritizing offices and departments that need to return to on-campus operations sooner than others, such as Enrollment Management and Admissions. We will open offices on a rolling basis as we are able to meet the demand for proper cleaning and sterilization as well as the expectations of our students – prospective and current – as we prepare for the return to face-to-face instruction this fall. As we return we will look to thin the population on campus by allowing some work to continue from home. Please remember, though, that we are an in-person campus and our students rightfully expect certain in-person interactions. Therefore, the specific operational needs of each area will dictate how and when individuals will work from home.

I expect that by the week of July 13, we will have acquired an adequate stockpile of the necessary cleaning supplies for our University to return to more regular on-site work. We will always work to adhere to established operational parameters from the State System, Pennsylvania Department of Health and the CDC to ensure everyone's safety and the mitigation of the COVID-19 virus to the fullest extent possible. As supplies arrive, some offices will open a bit sooner than others. Further communication about your return to campus will be forthcoming from your supervisor.

When we do return to campus, please remember that **wearing a facial covering is the most important action you can take to help stop the spread of the virus. Face coverings protect those around you as well as yourself. Wearing a covering is inconvenient, but is one of the greatest acts of kindness that you can do during a pandemic.**

The University will supply everyone with one washable facial covering. Details on how you will receive your facial coverings is also forthcoming. I ask that everyone become familiar with the [proper use of facial coverings](#) and be prepared to wear yours upon a return to campus. You can do your part to protect the health of your coworkers and our students and help us all remain on campus.

For now, those who are able to continue working from home should do so knowing that I will never be able to thank everyone enough for keeping the University moving forward during this most distressing time.

Sincerely,

Bill