



March 19, 2020

Dear Colleagues,

Following Governor Jim Justice's statewide address Tuesday, March 17, during which he shared that West Virginia has its first confirmed case of COVID-19 (in the Eastern Panhandle), I wanted to follow up with guidance for Eastern to do our part to prevent the spread of the disease. The overarching goals are to **continue our operations** while **thinning out physical offices** as much as possible. To that end, beginning Monday, March 23, we are implementing a work-from-home plan for Eastern staff and faculty.

To be clear: We are not shutting down or discontinuing any of our functions. All of your normal work should continue.

With this in mind, please take note of and adhere to the following points:

- Work your regular hours, and be available during the times that our office is normally open (M-F, 8:00 a.m. - 4:00 p.m. or otherwise arranged work schedule). For non-exempt employees, compensatory time must be approved by a supervisor.
- Your supervisor will be in regular contact with you, and please be in regular contact with them.
- Your supervisor will provide direction to you about work assignments and continuity of operations.
- We have been actively working to ensure everyone who works from home has the capability to do so, through laptops and VPN capabilities.
 - Not every staff member will require each of these items, so please continue working directly with your supervisor so we can equip you with what you need to continue your daily functions.
- If you are taking any Eastern equipment home with you (i.e., printer, scanner, etc.), you must fill out an Off Campus Use of Equipment Form (see attachment) and get it approved and dated before taking equipment off-campus. Also, employees may take two reams of copy paper from the storage closet and supplies from the supply room for use at their remote home offices (please sign out as usual). If, for some reason, you have to purchase supplies, please keep your receipts so that you can be reimbursed at a later time. All employee reimbursement requests must be submitted within a month of purchase. To ensure reimbursement, please obtain prior approval from your supervisor via email.

- If, while working from home you become sick, you must take a sick day in accordance with established policies and procedures. Use the normal leave request process through Kronos.
- If you are home but not working and you are not sick, use annual leave upon consultation with and approval from your supervisor. Use the normal leave request process through Kronos.
- The timecard approval process will continue as normal. For non-exempt employees, you will need to clock in and out using your desktop access into Kronos. For those that are not able to record their hours in Kronos due to a lack of Internet, text messages must be sent to Jaennae Snyder, Eastern's Payroll Representative, who will then get supervisor's approval and record their hours for them in their time card. Her contact number is 304-851-0412.
- We recommend having your work phone calls sent to your cell phone or home landline while working remotely (See attachment for instructions).
- Use this as an opportunity to get caught up on outstanding projects and training,
 - Also, check out [this blog post](#) from Jessica Vodden, which outlines helpful tips for working remotely.

The President's Cabinet and other staff and faculty, designated by the Cabinet, may be required to work on campus to provide immediate and necessary functions. If you wish to report to the office to complete your work, please communicate and coordinate with your supervisor. If you do, please continue practicing social distancing, avoiding meetings/gatherings of more than 10 people, and using our office hand sanitizer and cleaning supplies wisely. Should you choose to report to the office, please do not bring your children to work with you unless approved by the President. If you are facing childcare issues at this time, teleworking and annual leave are good options for you. And, as always, if you are sick, **please stay home** and take the appropriate leave.

This work-from-home plan remains in place until further notice. Please continually monitor your email and text messages for any updates regarding changes to this plan.

The Governor and state officials are taking this issue very seriously and implementing precautionary measures to keep all of us safe. Please continue monitoring the [WVDHHR's COVID-19 website](#) for updates regarding testing and what you can do to keep yourselves and your families healthy.

Thank you for your patience and understanding as we have worked to navigate this rapidly changing situation, and thank you for your ongoing work on behalf of Eastern's students. This is certainly one of the most challenging times our higher education community has ever faced, and your work in the coming days and weeks remains as critical as ever.

Be safe, and take care,
Dr. T.