



March 17, 2020

Dear CDU Faculty and Staff:

First, thanks to the many CDU staff and faculty who have put in tremendous effort and extra hours to prepare the University—and as the COVID-19 emergency unfolds—to enable us to make a transition to online instruction. We appreciate your work on behalf of the entire CDU Family.

As discussed at yesterday's forum the University has been working to develop guidelines for temporary telecommuting. Effective Wednesday, March 18, 2020 we are prepared to implement guidance on temporary telecommuting and remote work for employees who are in the following situations:

1. Employees who are self-quarantining (based on contact or travel exposure)
2. Employees 65 years or older
3. At risk employees (immunocompromised) and those with at risk conditions (heart disease, lung disease, diabetes, chronic kidney disease)
4. Employees with dependent children at home
5. Employees with a dependent elder at home

If you are in category 1-3, you must practice home isolation according to the Governor's guidance. Please contact your Supervisor and your Dean/Vice President immediately so that they can make arrangements for you to temporarily telecommute. Please also review the [Telecommuting Remote Work Agreement](#).

Employees with dependent children or elders who seek to work at home should contact your Supervisor and your Dean/Vice President immediately so that they can make arrangements for you to temporarily telecommute. Please also review the Telecommuting Remote Work Agreement.

We are preparing to transition other employees to temporarily telecommute once this first phase is complete.

The temporary telecommute remote work for CDU employees will be re-evaluated on the 15th and last day of each month.

Campus operations and CDU Business hours will remain in effect until further notice, although the situation is fluid at this time.

Remember, the CDU website will continue to host COVID-19 messages and information updates. You can find them [here](#). Also, please remember to check both your CDU email and the CDU website regularly.

Thank you all for your flexibility and understanding.

A handwritten signature in black ink that reads "David M. Carlisle". The signature is written in a cursive, flowing style.

Dr. David M. Carlisle, President/CEO
Charles R. Drew University of Medicine and Science