The following information is pertinent to all faculty and staff and is provided by the Office of Human Resources.

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Dear Colleagues:

As we continue to adapt to the changing environment of the coronavirus pandemic, we at Tuskegee University will remain committed to serving our students. As you know, that means transitioning to virtual instruction and serving a small number of students displaced by the pandemic as they continue to reside on campus. Because of this, the university will maintain its regular operating hours and staffing as best as possible as matters continue to unfold.

During this transition, each of us plays a critical role in ensuring they continue to receive excellent learning experiences and services during this time of uncertainty. It is important that we take the time to clarify what this means for all of us.

**Continuing University Operations**

Tuskegee’s campus will remain open during this period. *Currently, our operating hours, work schedules and locations will remain the same.* It is our expectation there will be a limited number of faculty, staff and students on campus. Our goal as a university is to continue to function in a way where all members of our community receive the active and positive support necessary to weather this public health emergency. For some university services, this will require on-campus staffing; for others, this could include teleworking — or a combination of the two. *Our senior leadership will be working with supervisors to explore and roll out possible teleworking and remote work options.*

For added safety, our maintenance staff has increased the frequency and intensity of their cleaning procedures for all surfaces, and will be placing additional hand sanitizer stations around campus. We ask employees — particularly those who have contact with many people— to follow the CDC guidelines of hand-washing and use hand sanitizer when soap and water is not available to prevent potential contact with the virus. ([https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html](https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html)) The CDC does not recommend masks or gloves for individuals who do not have COVID-19 symptoms, but you may choose to purchase and wear them, if you wish.

**Transitioning to Online/Virtual Instruction**

Faculty returned from spring break on March 16 and are now preparing for virtual instruction through the use of Blackboard and other distance platforms. If you are a faculty member shifting from the ancillary use of these platforms to that of a primary instruction tool, both the Information Technology and Distance Learning teams are dedicated to providing support to assist you with that transition. You may contact the Office of the Provost for plan details.

*If you are exhibiting symptoms of the coronavirus or even if you are just feeling generally ill, you should follow the same leave policies as always.* Please use your sick time and do not come to work. Encourage sick co-workers to stay at home. It is important that we are all vigilant in keeping one another healthy. *To learn more about the coronavirus symptoms and what to do if you have them, visit [https://www.tuskegee.edu/coronavirus-resources/prevention-symptoms-and-treatment](https://www.tuskegee.edu/coronavirus-resources/prevention-symptoms-and-treatment).*

**Caring for Ourselves and Others**
If you are the parent or guardian of a student displaced because of school or childcare provider closings, do not bring your child to campus. You will need to make off-campus arrangements for your child’s care. You may also use vacation days to care for them off-campus.

Lastly, we acknowledge that these work changes — coupled with concerns about the health of ourselves and loved ones — can be overwhelming. The CDC recommends taking breaks from the news, including social media. Though we are to practice physical distancing, please emotionally connect with others to avoid stress. **If your stress gets in the way of your daily activities for several days, please make use of Tuskegee’s Employee Assistance Program (EAP)** by calling (800) 311-4327 (TDD – (800) 697-0353) or visiting [www.guidanceresources.com](http://www.guidanceresources.com) (company web ID: GEN311).

Above all, we want you to remain healthy and we thank you, in advance, for your integral part in our continued history of providing a stellar education and caring, family-oriented learning environment for our students. Tuskegee University is a resilient institution and we know with your help, we will continue to lead through this trial — gaining strength and knowledge during the journey.

If you have any specific questions during this time regarding employment policies, benefits and related matters, please contact the Office of Human Resources at 334-727-8510. Though we will update you via email with new coronavirus information, we encourage you to visit [www.tuskegee.edu/coronavirus](http://www.tuskegee.edu/coronavirus) periodically to receive additional details.