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COVID-19 Update for Employees

University Communications
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COVID-19 Update for Employees

Monday, March 16, 5:49 PM

In response to recent developments and state-level recommendations addressing the COVID-19 pandemic, the University remains “open” for instruction (delivered remotely), but the physical campus will be closed for most non-essential operations and most external visitors, effective tomorrow, March 17. Faculty are making preparations this week for remote instruction of classes to begin next week.

Campus buildings will be locked with the exception of the Memorial Center, which will remain open for students who have been granted permission to stay on campus. (Hansen Student Center will be open on Tuesday, March 17, as the polling place for the Primary Election.)

All employees who are able to work remotely should do so, and not come to campus unless it is essential to perform their work. If necessary, employees will be permitted to return to campus briefly to bring home desktop computers and other equipment required to continue their work remotely.

Supervisors are expected to consult the University's [Telecommuting Policy](#), which is expanded to include non-exempt staff during the current COVID-19 situation. Supervisors should complete the [Telecommuting Request Form](#) for each subordinate staff member in order to track equipment taken off campus and to manage employees' expected productivity. For workers whose duties aren't typically based online, assignments may be available to support the University's transition to remote instruction or assist in other areas. There may also be opportunities for online professional development. Employees should consult their supervisors about these possibilities.

Employees are encouraged to use remote-work technologies such as [Google Hangouts Meet](#) to continue meetings and other collaborative efforts where necessary. Please continue to monitor your voicemail. Instructions for forwarding your office extension to your mobile or another phone are [available here](#), and we've [provided instructions](#) for gaining remote and safe access to campus network resources.

Trade and custodial employees may still be assigned to work on site, observing social distancing guidelines, in order to perform deep cleaning and other maintenance work.

We have updated the [FAQ online for employees](#) on the www.iwu.edu/covid19 site. Please ask your direct supervisor if you have additional questions, and continue to check your IWU email for ongoing updates.

Impacts and responses to this global outbreak are unprecedented. We appreciate the resilience, dedication and creativity of our staff and faculty as we depend on each other in new ways, while staying productive, safe and well.