Dear Colleague,

Interim Chancellor Newman’s March 13 message to the community stated that our current remote work operational model would remain in effect through Friday, April 3, 2020. The decision has now been made to extend this model through May 4, consistent with the emergency order that Governor Baker issued this week.

All employees who are able to do so should continue to work remotely; only those employees who have been specifically notified that they are required to be on site in these circumstances should report to campus. If your manager is unable to assign you remote work due to the nature of your duties, you will continue to be paid without drawing from your paid time off through May 4, 2020.

To maximize the value of social distancing for those on campus, please make every effort to avoid coming to campus unless you have been informed by your manager that you are required on site. Our first priority is to ensure the health and safety of the few employees approved to work on campus. **If you feel ill, or if you believe that you have come in contact with someone who has tested positive for coronavirus, please do not come to campus** and be in touch with your manager so that appropriate arrangements can be made. Whether on campus or off, please prioritize your own health and protect the well-being of our community by remembering to observe social distancing protocols and by being attentive to good hygiene practices. Please take note of the following important health and safety information:

**Staying Healthy & Monitoring for Symptoms**

1. Maintain a distance of at least 6 feet from others at all times.
2. Wash your hands with soap and water for at least 20 seconds often and immediately after coughing, sneezing, or blowing your nose.
3. Take your temperature if you are feeling feverish or are experiencing cold or flu-like symptoms. You may use a home thermometer.
Check temperature before taking any fever-reducing medications. Wait 30 minutes after drinking hot/cold liquids.

4. If you have a fever or cough:
   - Do not go out in public and avoid contact with others.
   - Call your health care provider.
   - Cover your mouth and nose with a tissue or your elbow (not your hands) when coughing or sneezing.

5. If you believe that you are ill, please contact your medical provider for further guidance. And of course, please seek immediate treatment for any serious symptoms.

6. Resources for more information:
   - Centers for Disease Control
   - World Health Organization

Additional information and resources may be found in the UMass Boston Faculty and Staff FAQ; please read this information carefully. Those who have medical conditions that may heighten their vulnerability to COVID-19, and those who care for someone with such a condition, are asked to pay especially close attention to the guidance in the FAQ and to be in touch with their medical provider, their manager, and/or Human Resources if they have any questions or concerns.

Many thanks to everyone for all the hard work and dedication that have made it possible for the university to continue to serve our students during these challenging times. All that you are doing for our community is deeply appreciated. If I may be of assistance, please do not hesitate to let me know.

Sincerely,
Marie Bowen
Vice Chancellor for Human Resources
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