

March 12, 2020

Dear Iowa State faculty and staff,

As we [announced yesterday](#), Iowa State University is moving all classes online beginning Monday, March 23 and continuing through April 3, 2020. **During this time period, the university will remain open and continue normal daily operations to the extent possible.**

As the COVID-19 outbreak continues, we continue to prioritize the health and safety of our faculty, staff, and students. We want supervisors and employees to make the best decisions for their department, unit, or office.

The [Employee FAQ](#) has been updated with additional guidance regarding Telework/Remote Work, Student Employees, Graduate Assistants, and Hiring during the university online instruction period. Additional information is also provided on topics such as Employee Health Care, Child Care, and FMLA. If you have questions, please do not hesitate to contact your [HR Delivery team](#) or email [hr\\_delivery@iastate.edu](mailto:hr_delivery@iastate.edu).

While there are currently no reported cases of COVID-19 on the Iowa State campus, in Ames, or Story County, we recognize this rapidly evolving situation is causing concern, stress, and anxiety. We encourage you to take care of your wellbeing and utilize our university resources:

- Employee Assistance Program's professional counselors are available 24/7 at no cost to assist employees and their immediate family members by calling: 800-327-4692 or visit the [EAP website](#).
- [ISU WellBeing](#) also offers a number of programs and resources, including [Adventure2](#), which is a great way to support your personal health and well-being and connect with colleagues across campus.

Please also remember to practice good infection control strategies:

- Cover your nose and mouth with tissues when you cough or sneeze and throw the tissue in the trash after use.
- Wash hands often for 20 seconds with soap and water, especially after coughing or sneezing. Alcohol-based hand sanitizers are also effective.
- Avoid touching your eyes, nose and mouth to avoid spreading germs.
- Improve your immune system by getting enough rest (eight hours is ideal), exercising regularly, and eating healthy.
- Stay home if you are sick and avoid close contact with sick people.
- Instead of contact such as handshakes, give a wave to avoid spreading germs.

[Cyclone Health](#) also has helpful information and additional resources for taking care of your behavioral health during the outbreak.

We will continue to provide accurate and timely information about the COVID-19 outbreak through the university's [campus safety page](#). We recently added new guidance on whether to [cancel or modify large events](#) on campus. Please check this website often for updates and answers to frequently asked questions. [Inside Iowa State](#) also published several articles today with helpful information.

Iowa State University is a wonderful place because of you – the people who care deeply about the university and each other. Let us continue to always show kindness every day and especially during this challenging time.

Sincerely,

Wendy Wintersteen  
President

Kristi Darr  
Interim Vice President for  
University Human Resources