

March 17, 2020 – 8:45 a.m.

Re: Flexible work arrangements to support social distancing – COVID-19 update #12

Dear Iowa State Community,

I am writing with new guidance regarding the university's daily operations in response to the COVID-19 pandemic.

Iowa State University is asking all divisions, colleges, departments and units to accommodate flexible work arrangements to maintain university operations while maximizing social distancing – a CDC [mitigation strategy](#) to reduce the transmission of COVID-19 cases.

Guidance for Supervisors and Employees

Our campus remains open to support our mission and serve those who rely on our services. Every employee makes valuable contributions to the university, and we recognize that divisions, colleges, departments, and units have many diverse needs. We ask that supervisors and employees work together to make the best decisions for their units.

- For employees whose job must be performed on campus, supervisors should make arrangements to support social distancing and employee health and safety. This may include temporary changes to an employee's job tasks.
- Where possible, employees should work from home (telework/remote work) to the extent that their job allows.
- Some employees may require special arrangements as a result of personal issues (e.g. child care challenges, health concerns, etc.). We ask that supervisors make every effort to accommodate these circumstances, which may also include temporary changes to an employee's job tasks.

We continue to work with the Board of Regents and with representatives of the state of Iowa and federal government for guidance and potential changes to the legal landscape on issues relating to employee leave policies and compensation, and we will share more information as soon as it is available.

Please refer to the [Employee FAQ](#) for further information regarding flexible work arrangements. You may also contact your [HR Delivery team](#) or email hr_delivery@iastate.edu with any questions. As we transition into flexible work arrangements, please make a deliberate effort to keep the lines of communication open with your supervisor and colleagues.

This is an unprecedented situation, and we ask that everyone be vigilant in prioritizing their wellbeing. While we practice social distancing, it is especially important to remain connected in

other ways to show care and support for each other. The university's response team will continue to provide timely information through these university communications and the [campus safety](#) page as the situation unfolds. Additional updates are shown below.

Sincerely,

Wendy Wintersteen
President

COVID-19 update in Iowa

There are currently no reported cases of COVID-19 on the Iowa State campus, in Ames, or Story County. However, cases are [increasing in Iowa](#) and community spread is now occurring in the state. "[Community spread](#)" means that people have been infected with the virus, including some who are not sure how or where they became infected. Iowa State University is committed to minimizing the risk of infection and mitigating the impact on the university community and our health care systems and infrastructure.

University Facility Closings

We are closing several university facilities to reduce the potential risk of transmission, including Parks Library, University Museums, and Rec Services. Please check the campus safety [Changes and Closures](#) page for the latest information.

Resources for Wellbeing

We understand this situation is very disruptive, and is causing uncertainty and concern. We encourage you to continue to take care of yourself and access available 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](#), to support your personal well-being and connect with colleagues across campus.
- [How to Cope with Anxiety about Novel Coronavirus \(COVID-19\)](#)
- TIAA webinar: [Dealing with market volatility: What you need to know](#)
 - Tuesday, March 17, 1 p.m.-1:45 p.m.
 - Wednesday, March 18, 4 p.m.-4:45 p.m.
 - You can register [here](#).

Please also continue to practice [infection control and other community spread mitigation strategies](#).