

April 3, 2020

Dear Iowa State faculty and staff,

As the COVID-19 pandemic continues, Iowa State's Emergency Operations Center is working seven days a week to lead the university's response while protecting the health and safety of our campus community.

- Chief Michael Newton and assistant vice president for student health and wellness Erin Baldwin lead this team.
- It includes the coordinated efforts of more than 150 individuals and a dozen working groups focused on key issues like academic continuity, workforce protection, research, housing and dining, and information technology.
- Emergency operations and working group leaders meet at least twice a day to discuss, strategize, and address current and emerging issues.

Planning for reduced campus operations

As cases of COVID-19 increase across the state, university leaders are putting a plan together to further reduce on-campus operations to the smallest footprint possible should conditions warrant. A survey went out earlier this week to department and unit leaders to guide the planning based on prioritizing health and safety while maintaining the core missions of the university. The plan will include the following:

- Virtual instruction will continue.
- Most campus buildings will be closed.
- Limited CyRide service will continue with special precautions such as rear entry and exit, and expanded cleaning schedules.
- To the greatest extent possible, supervisors must direct all employees to work from home.
- If remote work is not possible, supervisors may consider reduced or rotating schedules and the use of regular university accrued time-off or [newly expanded federal time off and leave options](#).

We know this time of uncertainty is creating stress, anxiety, and many questions. If you have Human Resources-related questions, please reach out to hr_delivery@iastate.edu. Please send any other questions to COVID-19@iastate.edu and we will work to provide answers as soon as possible.

Impact on front line staff

We recognize the significant impacts on our front line staff, including our health and public safety personnel, our residence and dining staff, and our facilities employees. The work you do every day is vital to our university operations. We want to ensure you have the tools, resources, and support you need to continue to do your jobs safely. Members of our emergency operations team are working on additional outreach, including small group virtual meetings with you, to share additional information and answer your questions.

In addition, we encourage all members of the Iowa State community to practice self-care during this challenging time. Please take advantage of the many virtual resources and programs available through [Keep Community. Stay Informed. Be Well.](#), [ISU WellBeing](#), and [Adventure2](#).

We will continue to keep you informed of new decisions and actions through these university communications and on the [campus safety page](#). We deeply appreciate your patience and understanding as we respond to this rapidly changing situation.

Sincerely,

Wendy Wintersteen
President

Michael Newton
Associate Vice President for
Public Safety and Chief of
Police

Erin Baldwin
Assistant Vice President for Student
Health and Wellness and Director of
Thielen Student Health Center