

May 8, 2020

Dear Iowa State faculty and staff,

I am writing with new information about Iowa State University's phased approach to gear back up this summer.

Guidance will be provided next week, at which time colleges, departments, and units can begin planning for how to safely gear up their campus operations. **The first phase will begin June 1 and include the return of a limited number of employees who have been working remotely.** Supervisors will be contacting their employees as plans develop for this phased return.

University Human Resources will issue the guidance next week, which will provide flexibility but will require plans to include social distancing (also called [physical distancing](#)), personal health monitoring, and other infection control strategies that follow guidance from the Centers for Disease Control and Prevention, the Iowa Department of Public Health, and Governor Reynolds.

The phased approach to gear up campus will include the following:

- A limited number of employees who have been working remotely will be allowed to return to campus consistent with social/physical distancing.
- Supervisors must give employees two weeks advanced notice before requiring them to return to their normal work location.
- Supervisors may direct employees to continue working remotely after June 1, or allow for rotating schedules, to accommodate limits on workspace capacity and social/physical distancing.
- Employees who wish to continue flexible work arrangements, including remote work, after June 1, should discuss options with their supervisor.
- Supervisors should work with employees who request special arrangements as a result of personal issues (e.g. child care challenges, high-risk health concerns).
- Employees are still allowed to go to their normal work locations while practicing social/physical distancing and appropriate hygiene and cleaning practices to perform necessary job functions that they cannot do at home.

The guidance issued next week will also include more detailed information on the following:

- Facilities that have been shut down since March will require attention from Facilities Planning and Management, including resuming ventilation systems to normal operation and flushing pipes.

- Most buildings will remain locked and accessible by keycard.
- Facilities Planning and Management will continue regular cleaning, but all employees should take responsibility to keep their workspace clean.
- Employees may wear plain or Iowa State spirit cloth face coverings.
- Employees should continue to utilize options to limit face-to-face interaction, such as virtual meetings and phone calls.
- Employees should monitor their health. Anyone who is sick or showing symptoms of illness should stay home.

Many operations and programs have remained active on campus throughout the pandemic, including facilities, health services, public safety, residence and dining, and some research. As we move forward, these operations will continue, and planning will begin to increase research activity on campus. Researchers should review the [April 23 guidance](#) issued by the Office of the Vice President for Research, and additional information will be shared May 18.

Additionally, as the spring semester comes to a close, units may implement their summer hours schedule beginning next week.

I want to recognize and thank the hundreds of front line staff who have been working on campus throughout the pandemic to maintain critical university operations. You continue to play an important role as we address the ongoing challenges of this crisis and resume other campus operations.

We understand that COVID-19 is still present in our community and across the state. While it is not expected that all risk can be eliminated, we must work together to monitor, evaluate, and adapt to mitigate that risk. Please continue to take proper health precautions, look out for each other, show compassion and care, and lend a hand when you can.

Sincerely,

Wendy Wintersteen
President