



Clarion University Coronavirus Response

Update March 18, 2020

TELECOMMUTING PLAN

Our goal is to provide our students with the best possible education and service during this period, while also providing our employees with a safe environment in which to work. As a reminder, we have:

- Moved to remote only instruction through the end of the spring 2020 semester;
- Moved most students off of campus wherever possible; and,
- Moved to strict social distancing practices by canceling campus events, moving large meetings to Zoom, and holding face-to-face meetings only when time critical and with small groups.

During this process, our faculty have responded by working together and moving to remote delivery of courses. Now, we must plan a smooth path for non-faculty employees. This remains a fluid situation, so continue monitoring your email and our website for updates.

To balance the critical work of the university with the health of you and your families, members of the university leadership team have identified employees who are able to work from home during this time. Of our 369 non-faculty employees, 247 can be assigned appropriate work-from-home duties for the period beginning no later than Monday, March 23, 2020, and continuing through at least Friday, April 3, 2020.

Another 47 employees, primarily in facilities management, will work a rotating schedule, no more than two days per week.

The university's 42 custodial employees initially will work full time to provide a thorough cleaning and sanitizing of closed areas in campus buildings. Following completion of that work, a rotating staff of custodians will work one to two days per week.

Employees from Residence Life, Public Safety and the university boiler plant, totaling 23 employees, will work their regular schedule. Six members of the leadership team who are overseeing the telecommuting plan will work a shared schedule to ensure overall continuity of campus operations.

The commonwealth provides 10 days of paid administrative leave in emergency situations like the coronavirus pandemic. Only three employees require paid administrative leave.

University employees will be advised of their status by their immediate supervisor. Following notification from the supervisor, those with technology needs related to telecommuting will work with their supervisor and the Center for Computing Services to secure necessary technology support. Employees who have the necessary technology support will be directed to begin telecommuting. All employees telecommuting should be working from home by the close of business, Friday, March 20.