

May 28, 2020

Colleagues-

This week, we anticipate that Illinois Governor JB Pritzker will announce that the state is moving into Phase 3 of its COVID-19 reopening plan. Based on documents we've already received, we know that Illinois' Phase 3 contains specific provisions for businesses to begin reopening their office environments in early June.

Reopening an institution like ours, which serves the needs of many different constituencies, is an extremely complex undertaking with countless variables to consider. Administrators and staff at all levels of our organization are working tirelessly to make sure that our plan is as complete as possible. Our teams have been working on our campus plan for several weeks.

Now that the Governor's Office has provided Phase 3 office guidelines, we are working to ensure that our plan is in compliance with those recommendations to the fullest extent possible. We will communicate the full plan, with concrete details and clear direction, next week.

With that said, there are some high-level points that I can share with you today:

- Employees who are currently teleworking will continue to do so for the immediate future. This means you will **not** be asked to return to campus on June 1.
- CUC's reopening plan will provide specific guidance and a schedule indicating how and when employees can expect to return to work on campus later in June.
- In accordance with Illinois' Phase 3 guidelines, on-campus staffing will not exceed 50%.
- Starting with the June return to campus, full-time employees who regularly report to campus will move to a summer work schedule through the month of July. This will involve working 9-hour days Monday through Thursday, and then working from 8 a.m. to noon on Fridays. Friday afternoons will be off.
- The plan will allow for requests for accommodations or exceptions to working on campus. We understand that COVID-19 has affected each of us differently and we want to be respectful of individual situations and needs.
- Employees will be responsible for completing their own assessment of their personal health on a daily basis prior to arriving at campus. Those exhibiting [COVID-19 symptoms](#) should not come to campus.
- CUC will provide updated guidance for employees who are exposed to, have been diagnosed with, and/or have an assumed case (with symptoms) of COVID-19.
- Procedures related to the use of personal protective equipment (PPE) for those working on campus will be in compliance with the Illinois Phase 3 guidelines.
- The Housekeeping staff will continue to meet CDC cleaning and sanitation standards, including use of recommended cleaning products.

- The forthcoming plan will focus solely on procedures related to reopening campus offices. Plans related to additional operations, including multiple academic scenarios, are currently in the planning stages and will be communicated separately.

I appreciate the work all of you have done to keep our University running as smoothly as possible over the past few months. More importantly, I know our students—both new and continuing—appreciate your continued dedication.

*Dr Dawn*

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