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Faculty and Staff:

This afternoon, Illinois Governor JB Pritzker announced the precautionary measure of closing all K-12 schools in the State of Illinois from Tuesday, March 17 through Monday, March 30. We recognize the pressure that this places on many of our employees, who may be forced to make alternate arrangements to care for children who are not attending school during that period.

The University's Emergency Response Team is currently considering all scenarios related to this decision including finalization of procedures to support immediate telework from off campus locations, subject to administrative approval for individual employees.

The Office of Human Resources is in the final stages of completing an institutional telework policy that will guide us on this matter. The approval process will be outlined in that policy document. I wish to assure you that the University has been working for several weeks to put into place the technical capabilities to support teleworking.

All employees should expect a follow-up communication on Monday, March 16, containing additional details and further instructions.

We ask for understanding and patience from all members of the University community as ongoing decisions are made. Rest assured that our focus is on ensuring the health and well-being of the University community, as well as supporting CUC's ongoing dedication to supporting our employees and their families.

Regards,

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