

March 16, 2020

Dear Colleagues:

As the COVID-19 pandemic continues to evolve, so does the University's response to the situation. In order to minimize employees' risk of exposure to the virus and as recommended by the CDC and other agencies, we have decided to extend a broadly applicable telework approach. This guidance supports a remote work approach, as it encourages individuals to stay at home and precludes gatherings of more than 10 people for at least 15 days.

Until further notice, the University is encouraging employees whose position allows them to complete their responsibilities remotely to move toward teleworking. In order to take on this responsibility, please comply with the following protocol:

- Meet with your supervisor, in person or virtually, to determine what a potential telework situation may encompass:
 - Determine the hours that you will be teleworking (as well as the hours you may need to work on campus)
 - Develop a list of clear work expectations related to your current job responsibilities
 - Determine your technological needs related to equipment, Internet availability, etc.
- [Complete the telework request form](#), with all required approvals, and submit it to Human Resources.
- Begin working remotely after the completed, signed form is received by the Office of Human Resources.

The University will approve requests on a case-by-case basis and may require teleworkers to return to campus for work assignments at any time. As has been the case through the COVID-19 outbreak, the University is continually monitoring the situation and will adjust processes and procedures as necessary.

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