From: Rutan, Pennie
To: cop.Admin.Supervisors@umich.edu
Cc: Mueller, Bruce; Ringold, Vicki Ellingrod
Subject: Administrative Staff Work Plans for Fall
Date: Wednesday, August 12, 2020 8:47:28 AM

Hi everyone. The provost's office has approved our COP reentry plan for fall, which means the work plans that you submitted for your administrative staff are approved. (This message is not addressing research staff, as their work falls under the plans that are already in place for research.) The following administrative teams will have an on-site presence:

- Facilities/Safety
- IT (teaching support/hardware and troubleshooting issues)
- Student Services (program staff rotating to cover the office when PharmD/BS students are in the building)
- Deans (rotating to have leadership in the building when PharmD/BS students are on site)

All other administrative staff are to work remotely, except for the critical functions you outlined in your plans (or times when they need to come to the COP to pick up materials, documents, or items from their offices).

More information will be provided about building access and guidelines for being in the building, but I wanted to let you know about your work plans. I did share this information at yesterday's staff huddle, but please communicate with your staff to confirm work expectations according to your plans. We are in the process of collecting office supply, web cam, and microphone/headset requests from administrative staff, and the orders will be placed early next week.

Let me know if you have questions or concerns.

Thanks,
Pennie
(517) 230-3027

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