

From: [Rutan, Pennie](#)
To: pharmacy.staff.regular.admin@umich.edu; cop.Admin.Supervisors@umich.edu
Cc: [Ringold, Vicki Ellingrod](#); [Dalton, Jim](#); [Mueller, Bruce](#)
Subject: IMPORTANT / TIME SENSITIVE: for occupants of the College of Pharmacy and North University Buildings
Date: Thursday, May 14, 2020 12:33:23 PM

Dear Administrative Staff and Supervisors:

As you know from the research ramp-up planning slides you have received, we are currently preparing for the gradual re-engagement of research. While we don't know exactly when we will get the green light to begin, we want to be ready. Part of the preparation includes readiness for the impact on administrative offices and staff. We have been informed that we will be limited on how many people can work in our building (COP/NUB) and that MCard access to the building will be restricted. This means that all administrative work must be done remotely and that administrative staff will not be allowed in the building, with the exception of the college's critical functions facilities and safety staff and some of our deans. (If you work in a building outside of COP/NUB, instructions will be provided by the administration in charge of that building.)

Again, while we don't know when research will be allowed to start, we are planning for building access to COP/NUB to be restricted as early as Tuesday, May 19, so:

- 1) If you need to pick up computer equipment from your office, please email me as soon as possible to request permission to do so before Tuesday, May 19, and complete the IT equipment loan form: <https://pharmacy.umich.edu/mycop/it-site-computer-loan-agreement>.
- 2) If you need to pick up anything else from your office, please discuss with your supervisor as applicable, and email me as soon as possible to request permission to do so before Tuesday, May 19.
- 3) If you receive and process mail on a regular basis, you will be able to make arrangements with Pat Greeley to get your mail without entering the building.

You must wear a mask when coming to the COP/NUB. We have some on site, so please let me know if you need one.

We have no way of knowing how long we will be working remotely, but it could be for quite some time, so please plan accordingly. If you have questions or concerns, please let me know right away so that we can try to resolve any issues you foresee.

It is critical that we abide by all restrictions as we begin to re-engage, so your cooperation is greatly appreciated. I hope you all are doing well!

Thanks,
Pennie
(517) 230-3027

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sensitive issues