

From: [Dalton, Jim](#)
To: pharmacy.all@umich.edu
Subject: COVID-19 and the College of Pharmacy
Date: Friday, March 13, 2020 9:12:19 PM

Dear COP Community,

Good evening everyone. It's been an incredible week as we deal collectively with COVID-19. Thank you for your understanding as we adapt to the ever-changing landscape in our College, communities, health system, and university. I feel lucky to be in a College with such amazing, adaptable, and resilient faculty, staff, and students. Thank you for sharing your thoughts, concerns, and patience as we take action to continue our educational, research and service missions, protect ourselves, and promote the health of our community.

I'm writing to follow up on today's message from President Schlissel. Beginning as soon as possible, we are encouraging COP employees to work from home, if they can, unless they have critical functions that must be conducted on site. This arrangement will be until further notice. Staff should work with their supervisors on their specific plans for where they will work, what they will do, how assignments will be managed, and how they will communicate work progress. This is a fluid situation, and challenges may arise that affect a person's ability to work, such as illness, changes in childcare arrangements, or other issues. Should this occur, time off should be communicated to the supervisor and recorded on the time report, regardless of where the employee is working. As mentioned in President Schlissel's message, an emergency bank of paid leave has been implemented for staff and faculty, including temporary employees, who are unable to work because of issues related to COVID-19. More information is at: <https://hr.umich.edu/2019-novel-coronavirus-covid-19>. For employees who are responsible for on-site critical functions or whose work responsibilities don't lend themselves to remote work, such as work in a lab, supervisors and employees are encouraged to be creative in designing work schedules or other solutions that allow employees to balance their work/life responsibilities to the extent possible.

Anyone (faculty, staff or student) who does not have a COP laptop and needs a computer to enable remote work should contact Stephen McClatchey (sjmccla@umich.edu). Information is available at:

- <https://pharmacy.umich.edu/mycop/college-services/it-services/tutorials-documentation/working-remote>
- [ITS's Remote Resource Guide](#)
- [ITS's Get Started with BlueJeans](#)
- [Voicemail: Accessing Exchange Voicemail via Phone](#)
- [Keep Teaching at U-M](#)

Information related to the continuity of research operations can be found at: <https://research.umich.edu/covid-19>.

Graduate students should work with their faculty advisors regarding expectations and will continue to receive their stipends and benefits. Those who serve as GSIs and GSSAs should check with their course coordinator or supervisor for instructions.

We are prepared to operate the College's administrative functions remotely with a small group of administrative leaders and staff having a physical presence, including the facilities team. The IT team is prepared to continue assisting with the conversion of course content to remote delivery. Although we will be continuing to work and are "open for business," we will be locking the building, given the reduction in on-site staffing. All employees and students will continue to have 24/7 MCard access to the building, but access to some of the classrooms will be restricted. (Specific information about that is forthcoming.)

As the University has cancelled all spring commencement ceremonies, including individual college ceremonies and related banquets and events, we will find alternate ways to celebrate the wonderful accomplishments of our 2020 graduates. If you are hosting any events, it is recommended that you cancel them, even if under 100 participants. Please notify cop.communications@umich.edu of any cancellations, so that we can post them on our web site.

We have created a central hub for comprehensive COP information related to COVID-19: <https://pharmacy.umich.edu/covid-19-updates>. This page will contain up-to-date information, communications, and resources as they are available, as well as a link to the university's COVID-19 page.

Please contact me, Bruce Mueller, or Pennie Rutan if you have any questions or concerns. Be well!

Sincerely,
Jim

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