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To: pharmacy.staff.regular.admin@umich.edu
Subject: Quick Notes About Contact Info and Working Remotely
Date: Tuesday, March 17, 2020 10:52:07 AM

Hi everyone. I just wanted to let you know that I've had second thoughts about sharing our staff contact information sheet with anyone other than COP faculty and administrative staff. I originally said I was going to share it more broadly, but I don't think there is a need to do that. Students and research staff should have no trouble contacting us through normal channels. I also asked faculty to use normal communication channels first, before using cell phones, and I reminded them about privacy. Thank you all for so quickly filling in your information!!!

Two requests related to working remotely:

- 1) If you are working remotely, please complete the telecommuting agreement form to the best of your ability and email it to me: <https://pharmacy.umich.edu/mycop/telecommuting-agreement>.
- 2) If you took or plan to take any computer equipment (other than a laptop and power cord), please complete the loan form so that we can keep track of all our equipment: https://docs.google.com/forms/d/e/1FAIpQLSd7Bex-ob7oo1WaP-qO4PF8_Mn6sNV3YAKwtXQygEpezb1xCA/viewform. If you have already done this, thank you!

I am likely to cancel next week's staff meeting because the main agenda item is a discussion about our performance evaluation process, which I believe would be difficult to do over a conference line with that many people. If you have other thoughts, please let me know. I'll keep you updated.

Please let me know if you have questions or concerns about anything.

You guys are the best! I'm so proud and happy to work with such a fabulous group of professionals!

Best of health to you and yours,
Pennie
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