



Sunday, March 15, 2020

Dear CSUSM Staff and MPPs,

The Office of Human Resources is here to support you during this time of uncertainty and transition. We know you have many questions, and we are thankful for your understanding as we work to provide you the best employment guidance. Below is updated information to assist you this week and moving forward. As this situation continues to be fluid, please continue to look for email updates and information on the [CSUSM COVID-19 webpage](#).

To reiterate President Neufeldt's earlier message, we want to highlight that there have not been any suspected or confirmed cases of coronavirus involving the CSUSM community.

Monday, March 16 through Thursday, March 19, as a general approach, we are asking staff to continue to come to work if their physical presence is necessary to help support the temporary transition to online courses and student services. However, given that school districts and many daycares are closed, we understand that this may create a hardship. Furthermore, some of our other staff may be caregivers to those in a higher-risk category for COVID-19, or may themselves be considered higher risk. President Neufeldt has asked managers to be flexible and allow staff to work remotely as soon as possible in these situations.

A temporary COVID-19 telecommuting agreement will be shared with you as soon as possible this week. Managers and employees should work together to document the telecommuting arrangement that has been mutually agreed upon. Managers should ensure they are clearly articulating expectations for telecommuting with their employees, including check-in calls and hours of availability.

As we complete this transition to virtual classes and student services, as of Friday, March 20, we expect that there will be limited on-site operations for staff for the remainder of the semester. This supports our employees by increasing social distancing for those both on campus and teleworking. Again, we ask that managers and employees communicate with one another about expectations regarding work hours, locations and duties/projects during this time.

For those who will be working – even part-time – on campus, we have consulted with Dr. James Chun, CSUSM's interim medical director and other health experts to offer the following guidance to promote the health and wellness of our community:

- Avoid direct physical contact, such as handshaking, holding hands, and hugging.
- Stagger workstations – to the extent possible – so that they are at a minimum of 6 feet apart. This may require using an alternate desk or workstation than you typically use.
- Use phone or video conferencing to reduce the need for close interactions.
- If in-person meetings are required, add distance between where individuals sit or stand around tables.
- Public, high-touch areas are being cleaned several times each day by Facility Services.
- Individual workstations should be wiped down frequently; shared workstations should be wiped down between users.
- Hand sanitizer stations are strategically located in public areas that will remain open.
- Personal protective equipment (PPE) will be provided to employees, as needed, by Safety Health and Sustainability (SH&S). SH&S will conduct a risk assessment for the unit/department to determine the appropriate equipment needed or wanted, if any. Please direct questions regarding the use of PPE to [shs@csusm.edu](mailto:shs@csusm.edu).
- Employees who are sick should not come to work.
- In addition, we remind you of [these tips for staying healthy](#).

Finally, we want to express our thanks for all that you are doing for CSUSM. These are unprecedented times and we are here to answer your questions. Please contact the Office of Human Resources at ext. 4418 or [hr@csusm.edu](mailto:hr@csusm.edu).

Sincerely,

Lisa McLean, SPHR, SHRM-SCP  
Senior Director, Human Resources

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