



Sunday, March 15, 2020

Dear CSUSM Staff,

Thank you for your dedication and hard work over this past week in response to COVID-19. The circumstances surrounding this pandemic are truly extraordinary and unprecedented – but it has been amazing to see all the ways you are working to adapt quickly and meet the needs of our students. You are exhibiting the true caring and collaborative spirit of Cal State San Marcos, and I am deeply grateful.

Over the weekend, we learned that there were additional cases of COVID-19 in San Diego County, including an SDSU study-abroad student and a graduate student at the University of San Diego. *However, there continues to be no suspected or confirmed COVID-19 cases associated with CSUSM. If this changes, we will notify you immediately.*

Virtual Staff Forum, Tuesday, March 17

I will be hosting a virtual staff forum on Tuesday afternoon regarding COVID-19 and CSUSM's response. Joining me will be Dean of Students Jason Schreiber, Chief of Police Lamine Secka and Interim Medical Director Dr. James Chun. More information about the time, format and instructions for logging on will be sent shortly. I look forward to "seeing" you – virtually – there!

Telecommuting Update

As we transition this week to offering classes and student services in virtual modalities, we are asking staff to continue to come to work on an as-needed basis. I want you to know how much I appreciate all of those who are coming to campus -- I know it isn't easy.

For some employees, you will only be asked to come to work this week to transition our campus to virtual instruction and services, and then you will be approved to work from home thereafter. For others, during this week and on an ongoing basis, you may be asked to fulfill job duties in a combination of telecommuting and in-person capacities. Each person's schedule will be considered on a case-by-case basis.

With that said, we understand that school districts and many daycares are closed, and this may create a hardship for many of our employees. 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. Whatever the reason, I am asking managers to be flexible and allow our staff members to work remotely in these situations.

More information will be provided shortly from Human Resources related to telecommuting and creating a telecommuting agreement. If you have immediate questions about working from campus or from home during this time, please contact the Office of Human Resources at x4418 or hr@csusm.edu.

For those of you coming to campus, your health and safety is of utmost importance to us. In the forthcoming HR message, you will also receive guidance from Dr. Chun, related to social distancing in the workplace and tips for staying healthy.

Appreciation and Thanks

Over the years, Cal State San Marcos has weathered many difficult challenges and has always risen above through perseverance and teamwork. I have been inspired by your hard work as you have, guided by our campus values, responded thoughtfully to this public health emergency. Many of you have been working diligently to prepare CSUSM to operate in unusual circumstances, tackling student life challenges, technology issues and other strains. However, based on what I've seen and experienced at CSUSM since last summer, none of this surprises me. I have come to know and love Cal State San Marcos – your strength, your creativity, your dedication and your resilience. We will get through this together.

I know many questions remain, and we will do our best to provide answers as quickly as possible. Please continue to visit our dedicated [CSUSM COVID-19 webpage](#) for the latest updates. We will provide another update on Monday to students, which we will also share with you.

I've been proud to be part of this community since my arrival, but never more so than now.

Sincerely,

Ellen Neufeldt
President

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