

Dear Faculty, Staff and Students,

I am implementing additional guidelines effective today, March 18, 2020, to further protect our faculty and staff employment while maintaining our educational mission to assist our students in obtaining credit for the courses they have been enrolled in during the past months. We have many students completing coursework that are nearing graduation. We cannot jeopardize these loyal students who have worked hard to get to this point in their academic career. Students not nearing graduation are also being held to the similar standards by the Department of Education and the many accreditation agencies that approve our credit hours needed to progress from one year to the next.

These are extraordinary times. It is a stressful time for so many of you that are dealing with children home from school, elderly relatives and fearful neighbors and friends. To ease some of your concerns and provide you with greater security, I am instituting the [Midwestern University 2020 Emergency Action Plan](#). This plan begins on Monday, March 23, 2020 and is in effect until April 20, 2020.

Key points in the new plan include the following:

Enhanced Benefits in 2020

- All faculty and staff are eligible for additional weeks of flex time in the calendar year 2020.
 - If you are a full time member of Midwestern University, you are eligible for an additional 80 hours of paid flex time to care for you and your family.
 - For members of the university that work at least 20 hours per week, you are eligible for a pro-rated amount.
- The enhanced benefits announced on March 6, 2020, also remain in effect. These include increased Short Term Disability and the ability to go negative in your flex and vacation time up to 40 hours each.
- To enhance the Social Distancing during this health care crisis, the core business hours are temporarily being extended to 6:00 A.M. to 6:30 P.M. This should allow greater flexibility to everyone concerned about entering and leaving the buildings at the same time. Managers will work with their direct reports to make temporary changes to the department schedules.

Temporary Work from Home Program

- All academic faculty have the option of remaining on campus to record and prepare lectures, exams and teleconference academic counseling sessions with students, or temporarily work from home when necessary.
- All Clinical Faculty are eligible to work from home after receiving approval from their Medical Director, Academic Dean or Program Director. However, every consideration must be made to the continuity of patient care in the clinics offering both emergency, critical care and follow-up care.
- Staff requests to work from home will be evaluated by direct supervisors. Not every staff position can qualify for work at home. However, if a staff member has the necessary technology to effectively complete their assignments during core working hours, and the supervisor has the ability to measure the work flow and position objectives, then this request will be accommodated and reassessed on a weekly basis.
- **PLEASE NOTE:** In order to review all academic, clinical and staff requests to work from home, everyone requesting this benefit must complete a "Work From Home Application and Agreement" and receive approval. These forms are necessary for appropriate documentation for accreditation agencies and external auditors. No one can work from home without signing documents and receiving approval.

Positions that Do Not Qualify to work at home

- Midwestern University has a number of positions that can only be performed on campus. I am aware that many of these key positions work in our security, maintenance, landscaping, clinic operations and support services. To ease concerns about working too closely with your colleagues and students, we are going to have each manager develop a plan to allow up to 50% of the department to take flex time on a rotating basis during this period.
- Rotation schedules will be done by supervisors after discussing with the staff member any specific personal time constraints. Managers must recommend a program that is fair to all members of the department and the rotation schedule keeps each function operational.
- On days that faculty and staff members are off campus, they will use their new enhanced flex days as income.
- Meal vouchers for the Cafeteria Dining Room will be available from your supervisor if you are working on campus as a thank you during this difficult time.

Student Social Distancing

- I am once again asking our students to please practice social distancing in the wellness recreation center, libraries, dining rooms and clinic areas.
- We are working to maintain our clinic services for the patients who look to Midwestern University for their care. Students are part of the health care team today and in the future. I ask that all students respectfully use staircases and allow patients to use the elevators, not congregate in groups of more than ten, and abide by all Centers for Disease Control and Prevention personal hygiene standards.

Faculty and Staff

- I am so impressed with our faculty and staff as you have all made a major contribution to providing online education to students. Thank you.
- We need to continue our efforts in fulfilling our mission and supporting our students. Please remember our students have entrusted their careers with us. We have an obligation to continue to teach, mentor and prepare our students to serve the health care needs of the community.
- I am committed to keeping our faculty and staff employed, and the university needs your help to weather the storm.
- Please have confidence in Midwestern University. We are strong and ready to help everyone get through this together.

Please look for additional details from our wonderful Human Resource Department. They are ready to help all managers, faculty and staff implement the Midwestern University 2020 Emergency Action Plan.

Please be well and know that I care deeply for every member of Midwestern University.

Dr. G.