

Dear Faculty, Staff and Students,

The COVID-19 Response Team held our daily briefing earlier today and covered many important topics that impact our Faculty, Staff and Students. We have implemented the Illinois Executive Order to Shelter In Place. As of tomorrow morning, March 23, 2020 only essential faculty and staff (as deemed by the Executive Order) will be on campus.

I am very proud of our entire community. All of our faculty and staff have come together to migrate our classes online. Our faculty have developed new courses to continue the education of our students displaced at clinical rotations while providing new experiences and case studies that will enable everyone to continue their education in accordance with the accreditation agencies and the Department of Education. This will assure our students progression in their programs while maintaining their federal student loans.

I know our faculty and staff have put in exceptionally long days, forfeited days off, and changed personal plans to meet the challenge for our students. What a wonderful testament of their dedication to our students. As a university we have assumed additional, unanticipated costs to help each faculty, staff and student continue their employment and education as our commitment to everyone's well-being.

#### Faculty, Staff and Students "Essential Travel"

- The Language in the Executive Order in the State of Illinois states, "All travel, including, but not limited to, travel by automobile, motorcycle, scooter, bicycle, train, plane, or public transit, except Essential Travel and Essential Activities as defined herein, is prohibited."
- The State of Illinois has indicated that traveling to and from a place of employment to perform work providing services at essential positions for operations is considered permitted travel.
- In an effort to comply with the spirit of the Illinois Executive Order, we will be issuing Midwestern University letters to those continuing to work on campus. We suggest you also carry your Midwestern University Identification Card.
- Human Resources in conjunction with the Office of the President is compiling a list of faculty, staff and students who will receive a letter. These will be distributed after March 25, 2020.

#### Faculty and Staff Office Equipment

- It has come to our attention that some employees have removed/are attempting to remove their University-owned computer, mouse, printer, headset, and/or phone from their offices/desks and taken/planning on taking them home.
- Please know that this has never been the University's intended plan for the Temporary Work from Home arrangements being reviewed; and therefore, removal of any University-owned office equipment/hardware is not allowed. The statement included in the "Temporary Work from Home" application asking employees to attest that they have the needed equipment to work remotely, means that an employee owns/has access to a personal laptop/PC/tablet and is

able to perform their job duties using that equipment; this was never meant for employees to plan to take University-owned equipment from their office/desk. If you have already removed equipment from the University, please plan on returning it to campus as soon as possible.

- I understand this is new to all of us , and we are expecting many employees will need help from ITS this week to have access to the programs and systems they need on their home computers/personal devices. ITS has made plans and they are ready to help everyone who needs the help. HR will send an update to the campus community on Monday to direct you to the right department with questions regarding home/personal equipment set up.

#### Email Notification

- While we are carefully monitoring all federal and state guidelines, Midwestern University is open for business. We are still actively teaching our students and providing for their educational needs and services.
- All “Out of Office” automatic reply to messages are not permitted at this time and need to be deactivated. Instead we need to assure everyone that we are here to serve them, respond to their concerns and issues, and actively address their questions.

#### Testing Centers

- We have encountered a few students that cannot access online exams on their laptops. To assist these students, our Testing Centers are open to those that need the resource. We do not anticipate more than a small number of students to use the facility and we anticipate remaining under the 10 person gathering restriction.

I know many families are under a great deal of stress and anxiety. It is my hope that all of you find comfort in time with your family and loved ones. It is time to dust off the Monopoly Board, pull out a deck of cards, prepare meals together and reassure your children and grandparents that the precautions we are taking today will lead to a healthier tomorrow.

Please be well and rest. Remember I care deeply about all of you.

Dr. G.