



MEMORANDUM

DATE: March 14, 2020

TO: University Community

FROM: Thomas A. Parham, Ph.D.
President

A handwritten signature in blue ink, appearing to read "Thomas Parham".

SUBJECT: Notification for CSUDH campus employees and students

Dear Campus Community,

In light of this afternoon's proclamation by Governor Newsom: "Those that are 65 and older or vulnerable to COVID-19 must practice home isolation," CSU Chancellor Timothy White directed all presidents, and I am therefore directing you, to comply with the following advisory.

Effective immediately, all CSUDH employees so categorized *must* stay off campus and away from the Chancellor's Office. For those employees who will not have had the benefit of reading this notification prior to arriving to work tomorrow morning, you will be directed to leave campus immediately and go home.

We are arranging with your managers so that any individuals impacted can telecommute, allowing them to remain productive and continue advancing the operations and mission of CSUDH. For others, where those arrangements are not possible, you will be placed on administrative leave with pay at your current rate and for your normal scheduled work hours.

All other employees are expected to report to work, as operations at the university remain open.

As further clarity emerges from the governor's and chancellor's office, and public health officials, and as the circumstances surrounding COVID-19 continue to change, we reserve the right to adjust this directive.

The CSUDH Senior Management Policy Group has been meeting throughout this crisis, including this weekend, and will continue to meet to crystallize policies and practices going forward around this ever-changing health crisis.

We will be back in touch with more updates as they emerge. Thank you for your patience and understanding as we work through these dynamics together.