



March 18, 2020

Dear CDU Students, Faculty and Staff:

As we continue to adjust to the rapidly-changing public health crisis of COVID-19, **we are directing CDU employees to telecommute effective Thursday, March 19. The only exception will be those who are asked to remain onsite to perform critical functions for the University.** The campus hours will be Monday through Saturday, 8 a.m. to 5 p.m.

This communication will explain the details of this transition. These changes will remain in effect until March 31 and will be reviewed at that time.

- Before being able to telecommute, employees must sign the CDU telecommuting agreement. It must then be approved and signed by your supervisor, who will submit it to Human Resources, via hrdept@cdrewu.edu.
- The University will honor all compensation and benefit arrangements for the foreseeable future. Since so much is unknown about how long this crisis will last, it's possible we may need to revisit this issue, but our hope and plan is to come through this crisis as a CDU Family.
- Members of senior leadership will remain on campus to provide business continuity for the University, with a select number of staff, as necessary.
- The Library will be closed, however, Library staff will be available on site, Monday through Friday, 8 a.m. to 5 p.m., to provide technical assistance. You may also email the Library staff directly at Library2@cdrewu.edu.
- Managers and Supervisors who need their employees to have remote access should contact IT at helpdesk@cdrewu.edu, or (323) 563-4990.
- If you experience any IT or connectivity problems while working remotely, contact IT at helpdesk@cdrewu.edu.
- If you would like to access your CDU voicemail messages by email, please contact the Help Desk and request that "voicemail to email" be turned on.
- Our Employee Assistance Program is available at this [link](#). Or directly, at <https://members.mhn.com> (Company Code: charlesdrew).
- If you have any questions, please contact your supervisor.

The COVID-19 pandemic is affecting every facet of our personal and professional lives. These are not normal circumstances. Again, thank you all for your patience, flexibility and commitment to CDU during this unprecedented public health crisis.

A handwritten signature in black ink, reading "David M. Carlisle".

Dr. David M. Carlisle, President/CEO
Charles R. Drew University of Medicine and Science