SINCLAIR COLLEGE

**PANDEMIC ILLNESS RESPONSE**

**COVID-19 Update to   
Sinclair Employees #3**

**Increase Social Distancing with Work-from-Home Guidelines  
Saturday, March 14, 2020**

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Dear Colleagues,

I hope you and your family are doing well as this weekend unfolds.

Here from my office I want to report to you that work continues on dozens of issues to help move us toward the temporary-yet-critically-important transition in our work and college routines.  We expect to be in this emergency period for the next two to three months, with it becoming increasingly apparent across our nation that this is a historic health crisis.  We are now being told by health professionals to expect the illness to begin showing up in people that we know, with it increasing numbers until late April to early May.

We will be transitioning to more of a work-from-home schedule as the coming week unfolds. **PLEASE REPORT TO WORK AS USUAL ON MONDAY, MARCH 16th**.  Knowing that a few of you have family considerations with the closing of schools and such, I am sending this message to you now (Saturday evening) to give you time to plan for Monday.  If you have an extraordinary kid care issue because of school closures – and cannot come to work - please work with your supervisor now to create an alternative schedule ASAP.

Beyond this Monday and Tuesday, the rest of your workweek will likely begin to shift and will look quite different as the week ends in terms of work locations. The Vice Presidents, Deans and Directors are working on staffing plans that will be implemented throughout next week that will allow for greater social distancing through work-from-home approaches.  A team has worked to develop [Guidelines for Alternative Work Locations and Schedules](https://www.sinclair.edu/www/assets/File/COVID-19/2020_V3_SInclair_Guidelines_for_Alternative_Work_Schedules_and_Locations%20.pdf), which are intended to be broad, flexible and phased.

While these guidelines address expectations for Sinclair employees working from home, they don’t answer many questions on operations, scheduling, and the need for equipment.  These specific details are being worked on by department leaders.  You will learn more about them starting on Monday (and as the week continues).  There is much to be determined with respect to achieving the balance of maintaining business operations while achieving the very necessary task of implementing as much social distancing as possible.

Thank you for your patience, flexibility, and perseverance as we work through these difficult times.

Steve

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