SINCLAIR COLLEGE

**PANDEMIC ILLNESS RESPONSE**

**COVID-19 Update to   
Sinclair Employees #6**

**New Measures for Employees 65+ and Others at Higher Risk of COVID-19 and How to Work from Home  
Wednesday, March 18, 2020**

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Dear Colleagues,

In his daily briefing yesterday (3/17/2020), Gov. Mike DeWine and Ohio Public Health Director, Dr. Amy Acton, urged people aged 65 and above to stay at home, citing increased risks to them as COVID-19 spreads through community contact.  The CDC has also issued a list of other underlying health considerations that could lead to additional risk, including such conditions as:

* Chronic lung disease or asthma
* Heart disease
* Weakened immune system
* Pregnancy

 For a complete list, [please visit the CDC’s site](https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html).

Nothing is more important to the continuity of Sinclair than the health and safety of our employees.  In light of this strong urging from Gov. DeWine and Dr. Acton, we have developed new guidelines for our employees who are in the 65+ age category, as well as for those who are at-risk because of health concerns.  **If you are 65+ or feel concerned because you fall into any of the CDC’s listed categories of risk, PLEASE CONSULT WITH YOUR SUPERVISOR OR CALL THE HUMAN RESOURCES OFFICE AT 937-512-2514.**  [Supervisors are being given guidelines](https://www.sinclair.edu/www/assets/File/COVID-19/2020_V2_Employee_Concern_Response_Tips_for_Supervisors.pdf) for working with you to find options that address your concerns, while also trying to achieve some level of business continuity.

For those of you who are working from home, thank you for continuing to support Sinclair students through your remote efforts.  Please know there are additional resources posted for you, available through the[www.SinclairPrepared.com](http://www.SinclairPrepared.com) website.  A new [Guide to Faculty and Staff for Working from Home](https://employees.sinclair.edu/intranet/assets/File/awsl/SCC_Working_Remotely.pdf) is available (be sure you are logged onto the my.Sinclair network). We just ask you to remember to retain standards of privacy and confidentiality in working with student and employee records, just as you do when you work from your campus office.

These are difficult and strange times.  It is natural to feel anxiety in a time of such uncertainty.  Please rest assured that your conversations with your supervisors and/or with HR will remain confidential.  Also, please know that there are additional resources available to you for support, including the Employee Assistance Program (EAP) which can be reached confidentially at 937-208-6626 or 1-800-628-9343.

- Steve

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