



Office of Employee Engagement

March 17, 2020

Dear Daemen Employees:

The safety and well-being of our employees continues to be our top priority during these difficult circumstances. In light of the COVID-19 outbreak, please review this memo and attachments outlining the process for requesting flexible work arrangements. We are monitoring, in real time, the steps taken by government officials, including school closures, to limit the spread of the virus in the communities where we live and work. At the same time, our students continue to count on us during this rapidly evolving situation.

Together, we are facing a unique time that demands we operate as effectively as we can, while being mindful of the personal challenges many of us are experiencing. These circumstances now warrant a temporary change to how we work as one to support one another.

We expect to keep our college open, unless a government directive requires otherwise.

**However, effective today, March 17, 2020, we are asking all employees to coordinate with their managers on flexible work arrangements, wherever possible, until further notice.**

**If you have not done so already, please [complete the self-disclosure form](#) (recent travel and symptoms) ASAP. Health Services will follow up and provide advisement quarantine if deemed necessary.**

Our collective actions will help expand social distancing and maintain a safe environment for all employees. Please work with your supervisor to evaluate a variety of ways to implement such arrangements on a temporary basis, including flexible work schedules, shift staggering, and telecommuting. Your supervisor will support you, based on your role and circumstances, and work with you to find the best work solution possible during this time. When telecommuting is not an option due to the nature of your specific job, the best work solution may involve flexing your work hours within the week or performing work at times not typical to your assigned work week.

To be considered for a telecommuting arrangement, you must seek approval from your manager and complete the Temporary Telecommuting/Flex-Time Application. Even if you have already begun working a flexible schedule or are currently working remotely, please click on the link below to complete the Temporary Telecommuting/Flex-Time Application or complete the attached Fillable Application. For liability purposes, we need to track which employees are working from home.

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Temporary Telecommuting/Flex Time Application:

<https://forms.gle/ryaU6FCgdtj3uRh38>

We understand school closures have affected some families' normal schedules. Please let your supervisor know if dependent care needs make you unable to attend work or telecommute to receive proper guidance. Where alternative work schedules are not feasible and you cannot attend work or telecommute, your supervisor will work with Employee Engagement to provide direction determined by the college leadership.

Please also give attention to these important considerations:

- Ensure remote work is limited to business functions. Please use personal devices for any non-business functions.
- Please stay informed with regular updates and answers to frequently asked questions on the Daemen website. [www.daemen.edu/COVID19](http://www.daemen.edu/COVID19)
- In the interest of preserving employee privacy and personal health data, we are committed not to disclose any employee's identity or exact work location for any self-reported and confirmed cases of COVID-19. We can, however, assure all employees that we will follow procedures outlined by the CDC and local health departments for self-quarantining and deep cleaning, as circumstances warrant.
- For the most up-to-date information on this rapidly evolving health situation, please refer to the Centers for Disease Control and Prevention (CDC) website.

<https://www.cdc.gov/coronavirus/2019-ncov/about/index.html>

The coming days will be challenging and will require us to support one another and our students in their vital missions. As we do, let's look to operate with integrity, sound communication, and set the bar higher in our work so that we may ensure Daemen continues to be strong while we support the safety and well-being of all in our college community.

Stay safe and healthy,

A handwritten signature in blue ink that reads "Tracy M. Masse".

Tracy M. Masse  
Director of Employee Engagement

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