

From: [Hunter, Chip](#)
To: [CCB All Locations Faculty and Staff](#)
Subject: Teleworking guidelines
Date: Monday, March 16, 2020 1:21:01 PM
Attachments: [2010-03-15 Social Distancing and Telework Updatedf31.pdf](#)

Dear Carson College staff and faculty community,

With the announcements from the governor, the closing of many of our region's public schools, and the seriousness of the Covid19 situation, WSU has provided the attached guidelines for us as we look to move more aggressively to telework arrangements for our academic professional and civil service staff. This situation is unprecedented and has us inventing new approaches on the fly.

Based on these guidelines, our college leadership team is now working quickly to establish clear college-level guidelines for staff telework, for implementation at the Pullman campus. (Other campuses will have their own guidelines; we are sharing this message with all campuses to ensure full communication.) We will share the college plan as soon as it is ready - and not later than Wednesday afternoon (March 18).

This situation is truly unique: the governor has encouraged us **NOT** to gather in groups and not to be in close contact with one another, even as we work to help our students complete their semester and deliver on other parts of our mission where possible. Staff members: you can help by thinking through, with your supervisor, which elements of your job (if any) or of your unit's mission really have to be done at work and cannot be done remotely. We realize this isn't always clear and that's why we need to take a little time here to make a plan.

In the meantime, we encourage all supervisors of staff members to facilitate requests to work from home this week, to conduct meetings via Zoom rather than in person, and to support employees taking leave in circumstances where they cannot come in yet working from home is not feasible.

We also encourage everyone to practice "social distancing," frequent hand washing, and other behaviors recommended by the CDC. Please don't come to work if you have flu-like symptoms, especially a fever.

I know there is a lot of uncertainty as to how things are going to work for us, today, tomorrow, next week, next month, and beyond. And these conditions make many of us anxious and concerned about our loved ones even more than ourselves. By working together we'll get to the best answers for our students, our community, and ourselves.

More information will be forthcoming regularly. Thanks for all you're doing!

Chip

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