

March 11, 2020

Dear OVC Colleagues,

By now you have received the news that the [Institute will be moving to teaching MIT classes online](#).

The Institute and OVC offices remain open and OVC Office leadership has been asked to determine the appropriate remote work and onsite presence required for their office based on the work of the office.

As part of that consideration, we want employees and their managers to consider the following guidance when deciding to come into the office or work from home:

OVC employees should stay home if you are sick or feeling sick with any of the following main symptoms of COVID -19:

- Fever
- Cough
- Shortness of breath

Employees should consult with their managers about working from home if:

- You have a compromised immune system (consult healthcare providers about risks)
- A member of your household is sick, and you need to provide care
- Your child's school is closed, and you need to provide care
- You have had contact with someone who has been diagnosed with COVID-19

If you find yourself in one of the above situations but are not in a role where you can work from home, you should work with your manager and OVC HR to determine options available for you.

OVC's Director of Administrative Computing Donyatta Small has put together a [tip sheet about working remotely](#). It is critical that staff who are working remotely forward their office phones to home or cell to allow for seamless communication.

With regard to internal meetings, The Institute has provided some guidance on conducting them:

- To ensure that we support our culture of inclusion, all meetings should be enabled for remote participation (including for those who are on campus but would prefer to join virtually rather than in person).
- Meeting organizers should determine whether virtual only participation is appropriate for a meeting.

We need everyone to be flexible. Staff may be asked to assist their colleagues in other offices in ways that are outside their usual responsibilities. Students and staff are understandably anxious and have questions. Please continue to share your questions with the OVC Leadership Team. We may not have instant answers but we will do our best to respond. We appreciate your understanding and patience.

We must all do our part to safeguard the health of our community while recognizing the critical role we all play in supporting the work of the Institute. We are grateful to the OVC staff for all the support they are offering to our students and one another during these uncertain times.

Sincerely,

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