

From: [Murphy, Heather](#)
To: ["LIBNEWS-L@LISTSERV.ILLINOIS.EDU" \(LIBNEWS-L@LISTSERV.ILLINOIS.EDU\)](#)
Subject: COVID-19: Remote Work Guidance for Managers and Supervisors
Date: Monday, March 16, 2020 4:54:08 PM
Attachments: [image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)
[COVID-19 Guidance for Managers.pdf](#)

Please see the attached guidelines for managers and supervisors about remote work. For the time being, we must conduct our work online wherever possible.

We ask that employees work with their supervisors to determine remote work options. Where remote work is not feasible, the Library will disperse work and workstations as much as possible to maintain social distancing.

Campus will be sending out a remote work agreement web form as soon as its available for employees to complete and route to their supervisors.

If you have any questions, please reach out to [Skye Arseneau](#) (Human Resources).

HEATHER MURPHY

Chief Communications Officer

University Library | University of Illinois at Urbana-Champaign

435 Library | 1408 W. Gregory Drive | M/C 522

Urbana, IL 61801

217.333.3758 | hmurphy@illinois.edu

www.library.illinois.edu



Under the Illinois Freedom of Information Act any written communication to or from university employees regarding university business is a public record and may be subject to public disclosure.