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**To:** ["LIBNEWS-L@LISTSERV.ILLINOIS.EDU" \(LIBNEWS-L@LISTSERV.ILLINOIS.EDU\)](#)  
**Subject:** COVID-19: Remote Work  
**Date:** Friday, March 13, 2020 5:20:18 PM  
**Attachments:** [image007.png](#)  
[image002.png](#)  
[image004.png](#)  
[image006.png](#)

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Colleagues,

This message is intended to provide some additional guidance regarding remote work. Please note that additional details and implementation guidance will follow next week.

Our goal is to protect the health and safety of our employees while ensuring continuity of functions at the university. Given that, the following principles will guide our remote work practices:

- The Library appreciates those who are able and willing to work on site. Such work is essential in supporting those who depend on in-building services. Wherever possible, please observe [CDC guidelines on social distancing and other preventative measures](#).
- Remote work for all employees is encouraged where job duties allow and your supervisor approves.
- Virtual meetings must be used, except in extraordinary circumstances. IT has provided resources to [help with Skype for Business and Zoom](#).
- For employees whose work cannot be done remotely: If, after consulting with their supervisor, those employees wish to use unpaid status, vacation leave or sick leave rather than report to work, the Library supports that decision and will work to accommodate it.

We are seeking more guidance on all issues and will pass that along as soon as it is received from Illinois Human Resources.

We have also learned that internet service providers have been stepping up to address bandwidth concerns for those who choose to work from home. For example, Comcast announced that they are doubling the speeds of their lower-tier plans at no cost, and they are providing some extended free access to low-income households. AT&T announced they are suspending data caps and penalties related to them for 6 months. We hope this means other ISPs will be following suit in the coming days.

We want to thank each and every one of you for your contributions to the Library during these unsettled times. Please take the time you need to take care of yourself and those close to you.

Sincerely,

John Wilkin and the COVID-19 Planning Team  
Cherie' Weible, chair  
Skye Arseneau  
Susan Edwards

William Mischo  
Heather Murphy  
Tim Newman  
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