



Dear University Employees:

As the university is approaching the final weeks of the fall semester, the Office of Human Resources wants to acknowledge our employees for the hard work and perseverance through COVID-19. The global pandemic continues to impact the way we live, work, and socialize.

If you have been following the COVID numbers locally and statewide, you will see a significant increase of positive cases. Quite frankly, the numbers are headed in the wrong direction. We need everyone's cooperation with the following:

- Continue to complete your *Sycamore Symptom Assessment* before coming to campus.
- Wear your face covering anytime you are interacting with someone.
- Maintain social distancing of being at least six feet apart from one another.
- Wash your hands regularly and have hand sanitizer nearby when hand washing is not possible.
- Regularly wipe down office surfaces with disinfectant.
- Any meeting that can be moved to a virtual format, should be moved to a virtual format.
- Practice personal and family healthy habits when not at work.
- Cooperate with contact tracers and follow their instructions.
- Instead of holding office holiday parties, please consider a charitable donation to a community organization (contact University Engagement for more details).

Doing these practical steps can make the difference for you and your colleagues. For additional information or for answers to your questions, don't hesitate to contact your Office of Human Resources at ext. 4114.

Let's be safe and look after each other. Let's remain Sycamore Strong throughout 2020 and beyond.

The Office of Human Resources