

From: "Mrasek, Jean" on behalf of "Boschini, Chancellor Victor"

Date: Thursday, March 19, 2020 at 9:02 AM

Subject: MESSAGE FROM THE CHANCELLOR: Thanks for going above and beyond



March 19, 2020

Dear TCU Faculty and Staff,

In these times of uncertainty, I remain grateful for your dedication to the mission of our University. Many of you have been intensely focused on that mission recently, leading efforts to maintain instructional continuity, caring for students near and far, and preparing our campus for all the changes that keep us safe. I am proud of our community, and of you.

Now, we have reached a turning point. It is time for us to achieve the work of our mission from our homes and remote workspaces. *To that end, I am asking employees who can work remotely, to do so beginning Friday, March 20.* If your role requires you to be on campus or provide direct care to the students who continue to live on campus, your supervisor will be in touch with further information. During this time, all campus facilities will be locked and only accessible by card swipe.

I have heard from many students and parents expressing support during this very difficult time; their feedback and encouragement mean more than they will ever know. They also have questions for us. We are in the decision-making process to determine whether students will return after our current April 3 deadline. However, current community spread of COVID-19 in our area is increasing, and our decision must chart a responsible path.

Our faculty and staff are the backbone of our campus, and we can't operate without you. Until we resume regular, on-campus operations, we ask that you do as much as you can to support each other, and our mission. We also understand that our work days may look different than they did last month. Please refer to [TCU's COVID-19 microsite](#) for the latest updates and to IT's site for information about [tools to enable your smooth transition to remote work](#).

I assure you, our campus is not "closed" – but we are continuing in a modified format with remote work arrangements. We will soon be hosting online classes, and if your schedule is like mine, you're on Zoom much of the day ensuring operations proceed smoothly.

Our primary concerns remain the health and safety of the TCU community, so our teams will continue to monitor and follow guidance from local, state and federal authorities, and will communicate regularly. I ask that you continue to

be supportive of and thankful to those who stay on campus to feed, house and help those students who, for a variety of reasons, are unable to leave at this time. These are the same dedicated folks who stand with us in every emergency, that allow some of us to go home, while some of us stay to ensure our campus remains secure and safe.

To alleviate concerns, for now employees are not required to use sick or vacation leave for absences related to TCU modified schedules or care for family members or dependents related to COVID-19. We will reevaluate leave policies as the situation continues to evolve. Our situations are each complex, as we take into consideration impact to families and loved ones during these extraordinary circumstances.

Take care of yourselves, your families, and one another.

Sincerely,
Victor J. Boschini, Jr.