



HAMPTON, VIRGINIA 23668
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OFFICE OF THE PRESIDENT

April 2, 2020

Dear Hampton University Staff:

During these challenging times for our institution, nation and world, I want to thank those of you who continue to provide extraordinary service to Hampton University. Times like the coronavirus (COVID-19) crisis can be threatening. However, moments like these can also be liberating because they give us an opportunity to strategically plan for our future. At Hampton University, we have taken COVID-19 seriously, taken decisive action, and remained calm. We are already looking beyond the virus and planning a transformational strategy. In that regard, we are daily assessing the best ways in which we might mitigate and minimize the potential spread of COVID-19. To this end, we have limited access to campus and required that faculty and students engage in remote instruction for the remainder of the semester. We have also implemented social distancing and limited gatherings to no more than ten individuals.

On Tuesday, Governor Ralph Northam issued a "Temporary Stay at Home Order Due To Coronavirus (COVID-19)." This order states in part, "Institutions of higher education shall cease all in-person classes and instruction, and cancel all gatherings of more than ten individuals. For purposes of facilitating remote learning, performing critical research, or performing essential functions, institutions of higher education may continue to operate, provided that social distancing requirements are maintained." The order recognizes the importance of the work of higher education institutions and the need for this work to continue, even during this uncertain time. Hampton University is following these guidelines.

Although Hampton University will continue its operations, to further do our part in minimizing the spread of COVID-19, we will do the following:

1. **Allow Remote Work.** With the supervisors' approval, some individuals whose job responsibilities can be performed remotely, with deliverables, will be allowed to work from home. The reality is that not all work can be performed remotely. Some individuals must physically report to campus to provide essential services. Therefore, Vice Presidents, Deans, Directors, and needed support staff persons in their offices; staff in the Business Office, Financial Aid Office, Admission Office, Purchasing Office, Computer Center, Academic Technology Mall, Buildings and Grounds; the Mail Room Supervisor; Switchboard Operator; and HU Police Department will report to work as usual. The remote work schedule will begin on Monday, April 6, 2020, once qualifying individuals have been identified and their remote work responsibilities and tasks have been approved.
2. **Abide by the Current Hampton University Leave Policy.** As our leave policy stipulates, staff members who are absent from work for any reason must submit either sick or annual leave forms for approval. Staff members who do not qualify to work remotely and staff members who work in

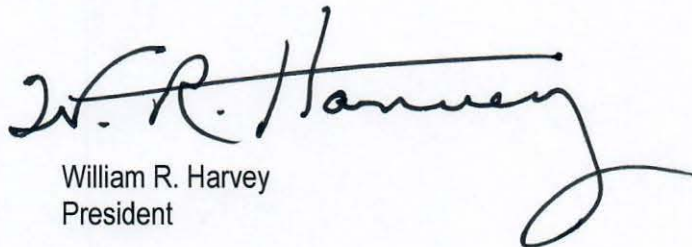
areas and offices that have been identified as “essential” are required to report to work on campus and abide by the current leave policy of utilizing sick leave, annual leave and/or leave without pay for time away from work during this period.

If a staff member has been diagnosed with COVID-19; has symptoms of the coronavirus; or has been in contact with someone who tested positive for COVID-19, the staff member must immediately notify his/her supervisor and vacate the campus for a minimum of 14 days. The University will grant 14 days of paid sick leave in addition to employees’ current sick leave balances to be used for this purpose. COVID-19 related sick leave must be documented by a physician. Supervisors are required to monitor closely the proper documentation of leave.

3. **Implement Alternative Work Hours.** Until notified differently, individuals who will physically report to work on campus may work between the hours of 10:00 a.m. to 5:00 p.m., instead of 8:00 a.m. to 5:00 p.m. daily. Those who choose to work from 8:00 a.m. to 5:00 p.m. may do so. The alternative work hours will be effective April 6, 2020.
4. **Allow Casual Dress.** The University will allow casual dress on Tuesdays and Thursdays for employees reporting to campus. On casual dress days, employees may not wear leggings; jeans that are ripped, too tight or too loose; or any other type of clothing deemed inappropriate for the work environment. The pantyhose policy has been relaxed and employees will not be required to wear pantyhose until October. Managers are responsible for daily monitoring employees’ adherence to the casual dress code.
5. **Consider the Implementation of a Retrenchment Plan.** Due to the reduction in campus operations, some services will not be needed in the near future. I have asked each Vice President, Dean, Director and Department Head to recommend reductions in their budgets, as opposed to these reductions being determined solely by central administration. These reductions may include supplies, expenses, as well as the consolidation or elimination of departments and positions. Hopefully, these recommendations will produce enough savings so that there will not be a need to furlough full-time, part-time, exempt and non-exempt staff. At some point in time, furloughing staff may be warranted. That will be a last resort.

I will continue to keep you updated on actions to be taken by the University. Please remain safe and follow the guidelines established by the Centers for Disease Control and Prevention (CDC), your local health agencies, and your state and local officials. Stay strong! Stay positive! We will all make it through this crisis when we work together and do what is best for ourselves, our great University and each other.

With all good wishes,



William R. Harvey
President