

Based on President Capilouto's guidance to have as many non-UK HealthCare employees as possible working remotely during our COVID-19 response, below is information for managers and supervisors to communicate with employees about expectations.

President Capilouto has urged maximum flexibility, particularly for those employees who are at risk or caring for loved ones who are at risk. By doing so, we can do our part to reduce the number of people in our community who contract the virus and need medical treatment.

UK HealthCare employees and campus employees who work in public safety, utilities, facilities management, business operations, academic and IT support for online learning, vital research functions, and support for our students who remain on campus, may need to continue reporting to campus to continue these functions. In general, all others should work remotely, which may mean thinking creatively about what employees can perform during this extraordinary situation.

Here are three ways to categorize your team members.

- **Working remotely:** These employees will continue to work, but away from campus. They should maintain their normal working hours as much as possible, though flexible hours may be necessary to accommodate child care and other needs. These employees should be available by phone or other communication methods during their working hours. [Here are tips for supervisors to support remote workers.](#)
- **Reporting to campus as needed:** These employees should work remotely as much as possible. However, some business needs may require them to report to campus for limited periods of time. In these cases, supervisors should consider staggered schedules to limit the number of people who are in contact with one another. When these employees are not asked to report to campus, they should continue working remotely. It is important for employees and supervisors to communicate about which functions will require an on-campus presence.
- **Reporting to campus:** Employees whose work is required to continue vital functions, such as care for our patients and support for our students who remain on campus, should continue reporting to campus. Supervisors should employ maximum flexibility in deciding who truly must report to campus.

President Capilouto will provide ongoing communication with our community as we make further adjustments to adapt to this fluid situation.

Supervisors can use the document on the next page to communicate with team members.

Based on President Capilouto's guidance, we are asking as many employees as possible to work remotely during our COVID-19 response.

Keep in mind, the situation remains fluid, and adjustments may be necessary at any time. Please stay in touch by phone or other means to make sure we are all up to date.

Your current category is marked below:

Working remotely: These employees should continue their normal work away from campus. They should maintain their normal working hours as much as possible, though flexible hours may be necessary to accommodate child care and other needs. These employees should be available by phone or other communication methods during their working hours.

Reporting to campus as needed: These employees should work remotely as much as possible. However, some business needs may require them to report to campus for limited periods of time. In these cases, supervisors should consider staggered schedules to limit the number of people who are in contact with one another. When these employees are not asked to report to campus, they should continue working remotely.

Here is an outline of functions that may require on-campus presence:

Reporting to campus: Employees whose work is required to continue vital functions, such as care for our patients and support for our students who remain on campus, should continue reporting to campus. Supervisors should employ maximum flexibility in deciding who truly must report to campus.