

COVID 19 | Telecommuting to 5 days and more
March 13, 2020

Dear Stanford Earth staff, faculty and students,

With the president announcing a national emergency, containment strategies to slow the virus are paramount.

As a result, with guidance from the University, we are asking staff to telecommute 5 days a week starting Monday. **Staff**, you should already have heard from your managers. All but critical, skeletal staff will work from home. Please talk to your managers about working together online and fill out the necessary [telecommuting form](#) and send it to your manager. **Managers**, please work with your staff about new procedures for workflow and online meetings. We are in the process of notifying the few key staff who should continue coming in for the time being.

Faculty, I also urge you to work remotely as much as possible and take advantage of the online resources and dean's office (virtual) staff support available to you. **We are in close communication with Dean of Research Kam Moler and university leadership about how we will manage lab access and research continuity should restricted access to campus increase. Expect updates on this in days to come.**

I am pleased to introduce a new resource we have created for our community: A [Stanford Earth COVID-19 Information page](#) You will find school-level information, including a contact list, there. Along with useful links. **This does NOT replace [Stanford Health Alerts](#)** which should be your go-to place for updates. Continue to check there daily or sign up for an email push to alerts.

Remember we are still a community, still working, teaching, and researching as much as possible. Keep your team meetings and 1:1s by Zoom, Slack, or phone. That said, your health and the health of the larger community are the priority. With schools and day cares closed or closing, we understand that some of those working from home may need time off to attend to young children. The Stanford [policy on telecommuting](#) is on Stanford Health Alerts.

I want to especially thank the dedicated staff who are critical to our ongoing operations and will remain on site, especially our facilities people led by Sandy Meyer, administrative and IT staff led by Amy Balsom, and academic affairs staff led by Robyn Dunbar. My thanks to senior associate deans Scott Fendorf, Margot Gerritsen, and Jonathan Payne who have been key partners as well.

Take care,
Steve