



## OFFICE OF THE PRESIDENT

Dear Franklin Pierce community:

Thank you for your commitment, care and concern as the University navigates and responds to this far-ranging COVID-19 public health crisis. We recognize the increasing disruption and anxiety caused by this global pandemic and the necessity to take unprecedented actions. Although Franklin Pierce University will remain open to meet the needs of our students and overall educational mission, we are adjusting our on-ground business operations through March 31.

Based on the federal guidelines announced yesterday by President Trump, the University will join the nation-wide efforts underway to diminish the spread of COVID-19. For the next 15 days, as Americans are encouraged to limit social gatherings and avoid discretionary travel and other activities, the Franklin Pierce administration is encouraging employees to work remotely starting tomorrow, March 18 through March 31. Certain offices will need to remain open and the supervisors of those areas will develop a flexible schedule for their staff members.

To the best extent possible, all employees who work remotely are asked to fulfill their roles and responsibilities for their areas with continued guidance and communication from their supervisors. If an employee cannot work remotely, arrangements will be made with respective supervisors. Designated essential employees will remain working on campus.

All employees will be paid through this period and supervisors and managers will be provided guidance on how to support you through this transition. For example, some offices are planning to hold daily morning calls or Zoom sessions to establish work flow goals.

The University's senior administrative team will continue to meet daily to evaluate all aspects of business operations and the effectiveness of these remote arrangements. We will update you accordingly prior to March 31.

If you would like additional support or help with feelings of anxiety or stress, please contact our Human Resources department ([hrdept@franklinpierce.edu](mailto:hrdept@franklinpierce.edu)) for guidance or contact our Employee Assistance Program at 1-800-316-2796.

My sincere thanks to all of you for the great work you are doing in such tumultuous times. Please take good care of yourselves and one another. Please continue to monitor the Franklin Pierce [website](#) and check email for updates.

Sincerely,

A handwritten signature in blue ink that reads "Kim". The letters are cursive and fluid, with a small dot above the 'i'.

President Mooney