

From: [Raymond Duffy](#)
Subject: Coronavirus Update
Date: Wednesday, March 11, 2020 1:48:54 PM

Dear Villanova Staff and Faculty,

I am writing as a follow-up to Father Peter's message earlier today about decisions Villanova has made in response to the global outbreak of the coronavirus (COVID-19). As outlined in his email, beginning on Monday, March 16, all in-person classes will be suspended, and classes will be taught solely online. Students may return home if they choose to do so. The University will remain open and employees are expected to report to work.

If you have a concern related to your ability to be on campus during this time, please contact Human Resources directly at hr@villanova.edu or 610-519-7900. These concerns will be handled on a case-by-case basis.

Please understand that this situation is fluid and the University is closely monitoring developments in relation to the spread of COVID-19. Should it be necessary to restrict operations, we may need to operate as if we are under guidelines approved in advance by Human Resources in the [Emergency Closing or Late Opening/Early Closing Policy](#). Additionally, we will consider work from home options as this evolving situation may warrant.

Department heads should take this opportunity to identify key personnel within their areas to ensure continuity of operations and opportunities for employees to work from home should we need to restrict operations. **We would appreciate it if department heads would provide Human Resources with this information no later than Wednesday, March 18.**

At this time, department heads are asked to ensure the continuation of normal business operations. It is imperative that any requests to deviate from the normal work schedule be presented to Human Resources for consideration and review.

I want to thank everyone for their support during this time as we work together as a community to ensure a safe working environment. Please do not hesitate to contact me with any questions or concerns.

Ray

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