

From: [Raymond Duffy](#)
Subject: Yellow Phase: What It Means for Villanova
Date: Thursday, June 4, 2020 3:55:13 PM



June 4, 2020

Dear Colleagues,

I am writing to you today with further details regarding Villanova University's operational plan as Delaware County moves from the red to the yellow phase of [Governor Wolf's Plan to Reopen Pennsylvania](#), effective **Friday, June 5**. Villanova's operations will still be limited in order to adhere to the Commonwealth of Pennsylvania's guidance, which requires telework to continue where feasible.

Telecommuting to Continue

Faculty and staff should continue to work remotely, to the best of your ability, during this phase. Department chairs and/or managers will notify any individuals whose responsibilities require a return to campus during the yellow phase. As the county moves toward green, campus operations will resume using a phased approach, and further details will be provided at that time.

For Employees Returning to Campus

For those returning to campus in the yellow phase, you are expected to perform daily symptom monitoring before coming to campus, practice good hygiene, adhere to social distancing measures and wear an approved face mask while working in common areas and interacting directly with individuals to mitigate COVID-19 risks.

Considerations During Phased Return to Campus

As we begin our phased return to campus, it is important that managers, department heads and chairs recognize that we are not returning to operations as usual, but rather, to a new sense of normal for the foreseeable future. Faculty and staff may face

challenges that were not part of their work life before COVID-19. These can include—but are certainly not limited to—child- and elder-care issues, flexibility needs and health concerns. I encourage all managers to be empathetic and to work with your employees in order to understand any challenges they may face and collaborate with both them and the Office of Human Resources to determine what options may be available.

As we develop the on-campus and other course offerings for the fall, it would be helpful for any faculty member who anticipates needing an accommodation to reach out to the Office of Human Resources at this time by emailing hr@villanova.edu so that appropriate review and consideration can be given.

Additional Communications

There will be additional communications in the near future so that you can familiarize yourself with your role and responsibilities as a member of the Villanova community. It is imperative that we all do our part to ensure a safe campus community.

I recognize that the past three months have been unsettling. It pains me to see so many Villanovans dealing with stress, fear and loss. Please know that my staff and I are here to help in any way we can. [Health Advocate](#) is also available to assist with personal, family and work issues, and I encourage you to reach out should you need additional support and assistance.

As we gradually transition back to campus, it is more important than ever that we put Villanova values into action, working as a community to take care of each other and serve our students.

If you have any further questions regarding the phased return-to-campus process, feel free to contact the Office of Human Resources at hr@villanova.edu or 610-519-7900.

Remain safe and healthy, and I look forward to seeing you in person one day soon.

Sincerely,

A handwritten signature in black ink, appearing to read "Ray D. Duffy". The signature is fluid and cursive, with the first name "Ray" being the most prominent.

Ray Duffy, M.S., SPHR, SHRM-SCP, CBP
Associate Vice President of Human Resources and Affirmative Action Officer

