

April 20, 2020

To the CTU Community,

We have made it to the beginning of our May Term! By the miracle of technology and the hard work by the Enrollment Management team, I am delighted to announce that enrollment in the May Term has exceeded our budgeted credit hours. We are grateful to our faculty who have adapted their course plans to make this possible. On behalf of all of the CTU community, thank you!

As the shelter-in-place mandate from Illinois Governor J. B. Pritzker remains in effect, our priority continues to be the health and well-being of the CTU Community. We understand that this is a stressful time for many, indeed for all of us. It is likely we will continue working at home for a number of weeks longer. It is of great importance to us that you maintain your well-being during this challenging time. If anyone on our staff needs help, please reach out to either of us or your supervisor who can ensure you have access to the resources you need. Students experiencing difficulty, please contact the Vice President and Academic Dean, Fr. Richard Benson, CM, or the Assistant Dean for Academic Advising and Programs, Christine Henderson.

While the great majority of our staff and faculty continue working at home and are connected with each other by email, *Taco Tuesday* lunches, reflections and Zoom, we also want to take this opportunity to reiterate what the shelter-in-place mandate means for some practices within our community for faculty, staff and students.

- A few members of our staff have responsibilities that have been deemed essential and they continue to come into the building; and CTU faculty may have a need to pick up mail or work in their office in 5416. **Anyone who does not have an essential need to come into the building should remain at home for the safety of those around you.** If there is a reason someone on staff might need to come into the building (i.e. to pick up documents or other items), please first speak with your supervisor.
- For those employees who do have a need to be in the building, we want to ensure the proper precautions are being taken to help prevent exposure and the spread of the virus. Therefore, if you come into the building, please follow these well-known coronavirus guidelines:
  - Wear a mask from home
  - Maintain social distancing (a minimum of 6 feet between you and another)
  - Frequently clean your hands with soap and water or an alcohol-based hand rub if soap and water are unavailable (hand sanitizer is available at the reception desk)
  - Avoid touching your eyes, nose and mouth
  - Wipe down frequently touched work surfaces
  - Cover your mouth and nose with flexed elbow or tissue when coughing and sneezing
  - Do not come into the office if you are not feeling well, even if your symptoms are not typical of COVID-19 symptoms
- Of course, if you are unable to work because you are sick or for other reasons related to the coronavirus (e.g. quarantine, isolation, care for a sick family member, childcare issues relating to school closings, etc.), please reach out to your immediate supervisor. A detailed process for time

off management, and any department-specific guidelines will be forthcoming by email in the coming days.

It is our hope that this protocol reminder is helpful. We will continue to monitor the updates that are, provided by the CDC, WHO and the Governor and will keep you updated as information becomes available.

As we begin the May Term and the shelter-in-place directive of the Governor remains in effect, I want to assure students, faculty and staff members that we are doing what we can to minimize both the risk and the inconveniences occasioned by the pandemic. In a paradoxical way, this Sunday's Gospel speaks of the first disciples of Jesus locked in the upper room out of fear of persecution. As Jesus' disciples today, we are "locked in our homes" not out of fear, but out of love — love for all of our brothers and sisters that they might remain safe from the pandemic. This, too, shall pass. Our community will be all the stronger for having risen to the challenge posed by this COVID-19 emergency with patience, consideration and love for our entire community.

Stay well.

Mark R. Francis, CSV  
President

Sharon Anderson-Fleming  
HR Generalist