

AB Alderson Broaddus University

101 College Hill Drive • Philippi, West Virginia, 26416 • AB.edu

April 1, 2020

Dear AB Family,

We are continually monitoring the ever-changing COVID-19 situation. In order to preserve the health and safety of our AB campus community, families, and the local community, we are extending the work-from-home order until **Monday, May 4**. Essential personnel will still report as directed by supervisors. We ask that you continue to follow the directives set forth on March 25.

In appreciation of your dedication, we will continue to compensate all employees during this time. To recap, the following directives apply to all AB faculty and staff:

Do's

- Do come to work—during regular business hours—if your **supervisor** has told you to do so. You are allowed to come to work if you are supporting an essential operation of the University.
- Do come to campus if your **supervisor** directs you to do so for a specific or limited purpose, even if you are generally working from home. You are allowed to come to work for this purpose.
- Do check your AB email account and the ab.edu/coronavirus site regularly for updates.
- Do sign up for mobile alerts by texting “Join AB” to 30890.

Don'ts

- Do not come to work if you are sick.
- Do not come to work if you are on approved administrative or other approved leave.
- Do not come to campus unless you have permission from your **supervisor**. Avoid campus after normal business hours.

We know that these are challenging times, and we appreciate your patience. Any questions should be directed to your immediate supervisor. We will continue to keep you informed of any developments as they arise. Please take care and be well.

Sincerely, and with care and concern,



Dr. James “Tim” Barry
President

