

AB Alderson Broaddus University

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

April 30, 2020

Dear AB Family,

I write to share information about the continued steps we are taking to meet the challenges of COVID-19 for AB's faculty, staff, and students. In the current climate, the health and well-being of our entire community — including each of you — is at the forefront of our thinking.

In a previous communication, we stated that the work-from-home order would continue until May 4; however, under the state of West Virginia governor's guidance, we are extending that return-to-work date. Until we communicate otherwise, all AB employees who can work from home should continue to do so. **Some employees will report as directed by supervisors.** The goal is to protect the health and safety of our community while allowing core University operations to continue as best we can.

We ask that you continue to abide by the following directives:

Dos

- Do wear a cloth mask or face covering when in public places on campus.
- Do come to work—during regular business hours—if your supervisor has instructed you to do so. You are allowed to go 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.

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 outside of normal business hours.

Any questions should be directed to your immediate supervisor. We will continue to keep you informed of any developments as they arise.

I thank you for your continued patience and understanding as we navigate these extraordinary times. I also want to commend your uncompromising dedication and incredible efforts, both of which reflect a genuine commitment to the mission of AB and our students' success. I urge each of you to be safe and be well.

With care and concern,



Dr. James "Tim" Barry
President

