



OLD DOMINION UNIVERSITY RESEARCH FOUNDATION

March 16, 2020

Hello to all,

First please let me emphasize the well-being and safety of our team members is of highest priority. The current health crisis our nation faces is something we all must be concerned over and do our best to support one another. As you are aware, the University has for the most part closed the campus for this week. I have met with the management team this morning and we have developed a plan for operating for the remainder of the week: Tuesday through Friday. To ensure continuity of operations and in consideration of employee needs:

- The Research Foundation will maintain business hours from 8:00 to 12:00 each day.
- Staff members that do not have the ability to work remotely should plan on being on-site during business hours.
- If your personal situation creates a hardship, please contact your supervisor to discuss alternative plans.
- Staff members that currently have the capability to work remotely through VPN access are encouraged to do so. However, if you choose to work on-site at any time during the week please notify your supervisor.
- Normal payroll deadlines and schedule will be adhered to --- payroll transmission on Wednesday for Friday pay day.
- Immediate pay and vendor checks will all be prepared and mailed on Thursday.
- Procurement and required approvals are expected to continue.
- We have a limited number of personal computers that may be available for use for remote access. If you are in need of having remote access, please notify your supervisor.
- We will communicate to the research community that the Research Foundation will continue operations through this week; however, services may be limited and somewhat slower than normal.

As always, thank you for all of your on-going efforts and contributions each of you make.

Take care and be safe!

With regards,

Julian