



## OFFICE OF THE VICE PRESIDENT FOR FINANCE AND ADMINISTRATION

Vice President Todd Foreman

May 15, 2020

Dear Colleagues,

Governor Cuomo has announced the extension of the work from home order for non-essential state employees until **May 31, 2020**. Current work arrangements can remain in place. New telecommuting forms are not necessary. Regions that meet the Governor's criteria for reopening may return to work as soon as June 1<sup>st</sup>.

The Pilot Telecommuting Program has been extended through July 17, 2020. Therefore, employees (essential and non-essential) whose work lends itself to remote working will be able to continue to utilize this option where practicable. We are exploring a campus policy for employees to utilize this option (where practicable) after the expiration of the Pilot Telecommuting Program to reduce population density and promote social distancing. Employees who cannot perform necessary job functions remotely will need to report to work when the Governor ends the work from home order and the Capital Region meets the reopening criteria. All reasonable precautionary measures will be taken to maintain safe work spaces.

As a reminder, all employees who exhibit COVID19 illness symptoms must contact our **Medical Reporting Hotline at 518-442-1501** at the onset. Supervisors can also call on behalf of employees if symptoms are reported to them.

Employees should continue to utilize our COVID-19 response [website](#) for up to date information.

Should you have any questions feel free to contact Human Resources at [ohrm@albany.edu](mailto:ohrm@albany.edu) or calling 518-437-4700.

Sincerely,

Todd Foreman  
Vice President for Finance and Administration