MEMORANDUM

TO: ECU Community
FROM: Interim Chancellor Ron Mitchelson
DATE: March 17, 2020
SUBJ: COVID-19/Coronavirus Update

As a community, we face this global pandemic together, and each day we adjust and sacrifice to minimize the spread of this virus. Although this is a stressful time for us all, the Pirates I know are responsible, accountable and resilient. The impositions on freedom that we are now witnessing and the need for flexibility that this coronavirus forces upon us are complicated matters that I know we can handle. Our institution must play its part in “flattening the curve.” Please follow health and safety guidelines, practice social distancing, and remain vigilant.

The purpose of this update is to share the most recent guidance from the UNC System and highlight a few operational decisions. Please review the new UNC System Office document carefully (attached). Also, please continue to monitor the ECU coronavirus website for updates and FAQs.

Students:

- Faculty are rapidly adjusting to provide instruction through alternate delivery methods, e.g., online and email.
- An exception must be granted in order for a student to remain in campus housing. Therefore, we ask that you remain at or return home. More information is forthcoming on the exception process and criteria.
- For those students granted an exception to remain in campus housing, please know dining and other facilities will be open, but will have reduced hours. Some services will be unavailable.
- Across the UNC System, discussions of refunds for housing and/or dining are postponed until we are beyond mitigating spread of the coronavirus. We await guidance on this important matter.
- In addition to recalling all current study abroad students, all summer study abroad programs have been cancelled.
- All university-sponsored student travel is suspended until further notice.
- Only students who have gained an approved exception may remain on campus. Any student who seeks guidance on a health issue (including COVID-19) should contact Student Health Services at 252-328-6841.

Faculty & Staff:

- All university-sponsored international travel is suspended until further notice. No exceptions.
- All university-sponsored domestic travel, regardless of destination and size of gathering, is suspended until further notice. Any exceptions must be approved by the respective Vice Chancellor.
- Personal travel on public forms of transportation and gatherings of 10 or more are strongly discouraged and should be reported to your supervisor for assessment. Return to work after such travel requires a clinical assessment.
- Please note, in the UNC System document the last bulleted item that grants institutions the authority to use telework, to identify mandatory employees needed for continued operations and to exercise discretion for granting paid administrative leave, when appropriate.
• Vice Chancellors and the Director of Athletics will communicate the process for reviewing and revising the list of mandatory employees specific to the COVID-19 event within their respective divisions. As stated in the memo, the “designations may be changed by management at any time due to the operational needs of the University and COVID-19 developments.”

• The UNC System guidance outlines the parameters for administrative leave. As needed, supervisors may route additional questions to Employee Relations in the Department of Human Resources, employeerelations@ecu.edu.

• In all cases, teleworking is strongly encouraged. In cases where doubt exists about the need to self-quarantine, employees should immediately contact ECU’s Office of Prospective Health at 252-744-2070.

The community at large begs for a keen sense of social responsibility right now. Social responsibility often conflicts with personal preference. Let’s make sure to weigh social responsibility a little heavier than normal. Take good care, remain informed and follow guidelines to reduce the spread of COVID-19.

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