Sent on behalf of System Offices IT Services

TO: SO Employees (excluding Student Workers)

SUBJ: Guidelines on Coming to the Office to Take Additional Equipment Home – Part 1: Instructions

Based on current guidelines, you may need to work remotely until May 1, although that date can change based on System Offices leadership decisions.

We know that many of you have asked about coming to the office and taking additional equipment home. This communication is the first of two with information you need BEFORE coming to the office. The second communication, coming Monday, will have a schedule of when you can come to the office.

Note: Some departments are not allowing equipment to be taken home. Check with your Department Head before taking any action.

Laptop users:
- If Remote Desktop Connection is working, keep using it. Don’t come to the office to take equipment home.
- Use the attached job aid to help you decide what to take home, how to pack it and how to put it back together.
- If you take equipment home, you must complete and sign the Temporary Alternate Work Location Inventory form. We need to know where System Offices assets are moving to. If you have already taken equipment home, fill out the form by Monday noon and send it to your supervisor.
  - It’s ok to type your name and date rather than signing it with a pen.

Desktop uses:
- If Remote Desktop Connection is working, keep using it. Plan to continue this for the next two weeks. System Offices leadership will make a decision about desktop users taking desktops home within that time.

I don’t have a computer at home:
- We are working on a solution – stay tuned!

Supervisors and Department Heads:
- Supervisors: Send the signed Temporary Alternate Work Location Inventory form to your Department Head.
Department Heads: Store these forms in a convenient location. You will need them to check equipment back in when our COVID-19 response ends.

Henry D. Judah | Director
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