

**From:** [Wytaske, Josie](#)  
**To:** [SO All Employees \(Including Student Workers\)](#)  
**Subject:** Workplace COVID Reminders  
**Date:** Thursday, November 5, 2020 2:56:13 PM

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*Sent on behalf of Billy Hamilton:*

Although we all want the pandemic to end, it is, unfortunately, continuing, and the state is in the middle of a Fall surge in cases. Therefore, to safeguard your health and the health of your co-workers, we need to continue being careful if you are working in one of our facilities.

This email is to remind everyone of these precautions.

1. When you are on other floors, please wear a mask.
2. When you are on the elevator, please wear a mask.
3. Observe the limits on the total number of people in elevators and meeting rooms.
4. Cover coughs and sneezes with a tissue or use the inside of your elbow.
5. Clean and disinfect your work area frequently.
6. Monitor your health daily. Stay home if you aren't feeling well.
7. Take your temperature if symptoms develop.

For more information on these guidelines please see the CDC website attached.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Again, it is hard to avoid COVID fatigue, but let us get through this in good shape. And thank you for working hard during this unprecedented event. We will get through this eventually. It is just taking time. BH

**JOSIE WYTASKER** | ASSISTANT TO THE DEPUTY CHANCELLOR  
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