

March 16, 2020

To: UNIVERSITY COMMUNITY

From: Thomas W. Krise, President



Re: **CAMPUS ADVISORY #3 – UOG CAMPUS OPERATIONS BEGINNING MARCH 17**

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Håfa Adai UOG Community,

Thank you for your patience, cooperation, and collaborative spirit as we work together to stop the spread of COVID-19. The University of Guam campus will be **closed to the public** until the end of the 14-day emergency period on March 30, 2020 in accordance with Governor Leon Guerrero's Executive Order 2020-04.

During this two-week emergency period, all UOG activities will be postponed or altered. The President's Council and Dean's Council will be meeting tomorrow to further plan and prepare for the continued operation of the University and its core mission during the emergency period.

Before leaving campus today, employees are asked to sanitize and secure their workspaces.

UOG operations will be adjusted as follows:

**All events canceled or postponed**

All University events have been canceled or postponed. Please check the UOG website at [www.uog.edu](http://www.uog.edu) or contact the event organizer for more information.

**Online classes**

Beginning March 30, all classes will be moved either completely online or delivered in an alternative format. Current online classes will continue this week. UOG and faculty members will be contacting students to provide more information. Faculty and staff will use this week and Spring Break to transition classes and to address issues that may arise. We are anticipating that these new modes of class instruction will continue past the 14-day period. For assistance with online courses, students and faculty may contact [moodlehelp@triton.uog.edu](mailto:moodlehelp@triton.uog.edu) or call 735-2620/2621.

**UOG employees on administrative leave**

Effective Tuesday, March 17, 2020, all UOG employees will be placed on administrative leave until the end of the 14-day emergency period on March 30, 2020. Employees with critical and essential duties will be contacted by their supervisors and/or administrators to determine a schedule for work. During the period, Administrators should report for duty.

Some essential employees may be able to work from home. Reporting and review of hours worked must be reconciled with one's supervisor.

**NOTE:** Based on UOG's Interim personnel rules and regulations, employees occupying permanent positions in the classified or unclassified service, whose regularly scheduled hours of work fall within the emergency period and who are required to report for and be on duty during the emergency period will be entitled to overtime pay for all such hours worked in addition to full compensation for any administrative leave taken, or they may receive compensatory time off in lieu of overtime pay by mutual agreement between the employee and management before the work is performed and a record of this agreement must be kept with HRO's Payroll Section.

However, if any employee feels sick, has symptoms of COVID-19, is taking care of an individual with symptoms or who is sick, or has recently returned from traveling abroad, please stay home and do not return to campus and self-quarantine for a minimum of 14 days.

For questions or concerns, employees may contact the Human Resources Office at: [hro@triton.uog.edu](mailto:hro@triton.uog.edu) or call 735-2350.

#### **Take precautions**

Please continue to practice social distancing (6 to 10 ft. from other people) and hygiene by sanitizing frequently touched areas and objects, washing your hands frequently, coughing or sneezing into a tissue and throwing it away, and refrain from touching your face.

We thank you for your understanding and your commitment to your University. The coronavirus situation continues to rapidly evolve with new information. UOG will provide additional guidance as we determine the effects of this situation on University operations.

Please monitor your emails and [www.uog.edu/covid-19](http://www.uog.edu/covid-19) for the latest campus updates.

Si Yu'os Ma'åse,

Thomas W. Krise, Ph.D.  
President