

March 23, 2020

Dear CPP Foundation Family,

The past couple of weeks have been challenging amid the constantly evolving COVID-19 pandemic. The University and CSU system have been actively providing guidance to ensure the safety and health of the entire CPP Community. I sincerely appreciate your patience and continued commitment to the students, faculty, staff, and community we serve.

The following are actions the Foundation is taking in light of recent developments:

- Directors and managers have been initiating remote work plans for their team members to the maximum extent reasonably possible. This includes both full and partial remote schedules. Yet as a largely customer-facing organization performing core functions, many roles may not be eligible for telecommuting.
- Onsite critical functions are being identified with significant attention given to proper social distancing and hygiene practices. This may involve some reallocation of responsibilities between departments and divisions. Your flexibility is appreciated.
- Those that prefer not to work at this time should coordinate with their supervisor to utilize any combination of available sick, vacation, or personal holiday time. If leave balances become exhausted, Human Resources (909-869-2953) can provide guidance about Paid Family Leave and other potentially available options for those eligible.
- The management team is placing considerable effort behind the goal of creating opportunities for those that want to continue working. This will likely involve assignments that differ from your daily routine. Your resilience and commitment to our mission will help us successfully emerge from these difficult circumstances.

This situation we are experiencing is ever-changing. The management team and I will do our best to keep you up-to-date. I encourage you to reach out to me, your supervisor, your director, or Foundation Human Resources (909-869-2953) should you have any questions or concerns.

Thank you,

Jared

Jared G. Ceja, MBA
Executive Director
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