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Dear Colleagues,

In response to the novel coronavirus (COVID-19) pandemic, the University of Maryland, Baltimore (UMB) will be honoring the Governor's State of Emergency by requiring many employees to work remotely. This response is to practice social distancing. Other UMB employees, in support of critical, on-campus functions, will remain on-site during this period, though their efforts may be in a reduced capacity.

Administration and Finance (A&F) will continue to operate main functions. In some areas, on-campus processes have been replicated in an effort to allow staff to work remotely. In others, on-campus work will continue in support of the urgent campus operations that must continue during this time.

The following A&F operations will remain available between March 14th and April 5th:

- Budget Discussions with Deans
- Payroll
- Accounts Payable
- Mail Operations & Deliveries to Campus (Requires units to be present to take delivery)
- Parking and Shuttle Buses
- Strategic Sourcing and Acquisition Services
- CASS Support for Administrative Departments
- New Employee Orientations, Recruiting and Hiring Activities in HR
- Labor Relations
- Responding to Benefits Questions
- Quantum Training and Problem Solving
- Construction & Renovation Projects
- Sponsored Projects and Accounting Compliance (SPAC)
- Front Desk Security, Policing, Safe Ride/Safe Walk
- Operations and Maintenance will have limited staff.
- Environment Services will do an initial deep clean and then have limited staff that will focus on cleaning restrooms, breakrooms/kitchenettes, trash removal on the occupied floors of buildings.
- Environmental Health Services will have limited staff available for non-COVID-19 activities.

With the University, A&F will follow any re-evaluation of novel coronavirus (COVID-19) recommendations and will resume full campus operations when directed to do so. We appreciate your patience and cooperation during this period of time.

Sincerely,

Dawn M. Rhodes

Chief Business and Finance Officer Vice President