MEMORANDUM

FROM: Antonio Busalacchi, UCAR President
TO: All UCAR Staff
RE: Monday Check In - Week of May 4
DATE: Monday, May 4, 2020

I hope you were able to tune in live for last Friday’s town hall webcast to hear from our leadership and our colleagues from NSF. In case you missed it, the recording is coming soon and will be shared in Staff Notes Daily.

Planning regarding our eventual return to the workplace in light of recent state and local public health guidance is clearly top of mind for staff based on the questions we received. I understand this concern, as much of the local guidance has been vague of late and there are many other factors to consider as we determine the best approach. The message from all of our leaders was clear: Staff safety is our first priority. Keep reading for more on this and other topics.

In this email:
- Town hall followup
- Support services and donated leave pools
- Computer donation
- RAF progress
- Fun home activities

Town hall followup
As we discussed during the town hall, the Crisis Management Team (view full roster), which includes the President’s Council, is in the early planning stages for a reopening approach in consultation with NCAR and UCP leadership. We hope to begin releasing details to staff in the coming weeks, once these groups have had the opportunity to weigh in on potential impacts for labs and programs. The Comms team is working on restructuring the COVID-19 website so that staff will have the information they need during each phase of what will be a gradual, flexible reopening.

I encourage staff to continue asking questions as the plan is developed, but I also want to emphasize a couple of reminders to ensure that leadership and the Crisis Management Team can address questions as efficiently as possible:
• First review the detailed FAQs across the COVID-19 website, which are specific to the topics of each of the site’s pages. New FAQs are announced as they are posted both on the COVID-19 home page and in Staff Notes Daily.
• Please also review the information on the COVID-19 Contacts page. You will see we are asking that general concerns or questions of a non-confidential nature that are not already answered be routed through your supervisor to your lead lab, program, or department administrator, so that we can consolidate similar questions. The page also lists several subject matter experts who are responding to more situation-specific staff questions via email as quickly as possible.

Support services and donated leave pools
As I announced in last week’s check-in email, UCAR is retaining a licensed psychologist to help staff manage work-related stress during this difficult time. There will be no cost to staff for this service and your conversations will be strictly confidential—no information shared with UCAR. Watch for an email this week from Human Resources (HR) Director Neil Barker, which will provide more information about the service and how to access it. Please also take advantage of our other resources for managing stress, such as the Employee Assistance Program, which is available to all staff and their dependents regardless of your participation in UCAR’s health insurance plans.

I also want to remind you about our expanded Family Sick Leave (FSL) policy. FSL is typically reserved for when an employee is unable to perform some or all of their job duties because they are caring for a sick child or family member. During mandatory telework, FSL can also be used when caring for a child or family member due to COVID-19-related school and other closures. If or when you have exhausted your FSL, please take advantage of the large pool of donated hours—this is what it is for!

More information on the types of leave (and when to use them), along with additional support resources can be found in the HR digest email sent by Neil on April 16 and on the COVID-19 website’s pages for HR information and Managing Stress.

Computer donation
More than 50,000 Colorado K-12 students are trying to learn from home right now without a laptop or computer. UCAR is doing its part to help by donating computer equipment through PCs for People, a nonprofit that refurbishes desktop and laptop computers so that they can be made available at low cost to school districts and charter schools.

UCAR is donating:
• 24 laptop computers
• 26 desktop computers
• 38 computer mice
• 54 monitors
• 12 keyboards.

RAF progress
In case you missed the Operations quarterly newsletter emailed to all staff on Friday, I wanted to call out the update on the Research Aviation Facility (RAF) construction, which has been making great progress during the mandatory telework period. You can even check out time-lapse footage of how the project is progressing.
**Fun home activities**

If you have not already joined the **Pole-to-Pole challenge** organized by U-ENGAGE! I recommend it as a great way to stay active during mandatory telework. Staff are submitting their exercise miles with the goal of our collective mileage allowing us to take a virtual trek from pole-to-pole before we return to the office. Check out Staff Notes Daily for an update on our mileage and link to the submission form.

Another fun activity coming up on Friday (May 8) is a virtual lunch-and-learn class taught by Employee Engagement and Event Specialist Beth Swanson, who will show you **how to plant a succulent dish**. See details in Staff Notes Daily.

In conclusion, wishing you a happy **Star Wars Day**, and “May the fourth be with you.”

Stay safe and be well.

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