Dear Millersville University Employees,

As a follow-up to President Wubah’s communication yesterday, Millersville University continues to take the necessary steps to ensure a healthy and safe learning and working environment for all University community members during the coronavirus COVID-19 outbreak. It is important to note that as I write this, Millersville does not have any confirmed or presumed cases of the virus.

As noted by President Wubah, administrative operations will continue as usual, and all university staff are expected to report to work. Employees who wish to seek reasonable accommodations due to serious health conditions, which may increase their vulnerability to complications of COVID-19, should contact the Human Resources Office at 717-871-4950 or human.resources@millersville.edu for assistance.

If any of the following situations apply to you please notify your supervisor/Dean immediately to determine appropriate next steps before returning to campus:

- You will be traveling to or returning from domestic or international locations by air or cruise ship, regardless of destination
- You reside with someone who will be returning from an area experiencing an outbreak of COVID-19 cases (domestic or international)
- You have recently visited or will be visiting an area which is experiencing an outbreak of COVID-19 cases (domestic or international)

You should stay home if unwell and follow the CDC’s guidelines for prevention to minimize the possibility of the spread of the virus:

- Cover your mouth when you cough or sneeze with a tissue, then throw the tissue in the trash, or cover coughs or sneezes with your elbow. Do not use your hands!
- Wash hands often with soap and water for at least 20 seconds
- Use an alcohol-based hand sanitizer which contains at least 60% alcohol if soap and water are not available, but wash your hands as soon as possible afterwards
- Wipe down surfaces frequently, including countertops, light switches, cell phones, remotes and other frequently touched items
- Stay at least six feet away from others who are sick

All employees and their family members, which includes anyone who resides in the same home, parents, siblings, and adult children regardless of where they live, have 24/7 access to the Employee Assistance Program (SEAP). This is a free referral service which offers confidential assistance with personal and/or work-related problems that may impact job performance, health, mental, and emotional well-being. SEAP can be reached by calling 1-800-692-7459 or by visiting www.liveandworkwell.com (access code: Pennsylvania).

We will continue to monitor the situation and provide updates as needed. Our primary goal is to keep the university community safe while making every effort to minimize adverse impact on the academic progress of our students. Thank you for everything you do for our students and the university.

Respectfully,

Diane L Copenhaver
Executive Director, Human Resources