Dear SJSU staff members,

As we all continue to work through the Novel Coronavirus (COVID-19) outbreak, I want to send you a note of gratitude and express just how important you are – particularly during unsettling periods such as this one.

Much of our communication during this present health crisis has been directed to our students and faculty because of the need to prepare for our move to online and remote classes. This emphasis in no way diminishes the important work you do to prepare students for the next phase of their lives and to make SJSU an anchor institution of San Jose. You are top of mind as the leadership team grapples with a variety of emerging issues for a health crisis that has evolved into what the World Health Organization has officially labeled a pandemic.

We also wanted to provide you with well-researched resources and options to help you manage your unique situation in the best way possible. To that end, University Personnel (UP) will soon distribute guidance to managers to assist them in leading their areas during this time of uncertainty. That message will include information about how managers can consult with UP regarding specific questions and concerns.

Please take care of yourselves during this difficult period. As always, our Employee Relations team is here to assist, but also know that we will soon be updating our new SJSU Health Advisories website with specific FAQs for staff members, including information on sick leave, vacation policy, and other matters that may pertain to the current pandemic.

In closing, I will again point out that the university as a whole simply does not function as it does without you. Thank you for all you do, and for helping us work through this current health crisis.

With care and appreciation,

Dr. Mary A. Papazian