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**To:** Schwartz, David  
**Subject:** RE: DOM COVID-19 Response

**From:** Schwartz, David  
**Sent:** Wednesday, March 11, 2020 10:22 AM  
**Subject:** DOM COVID-19 Response  
**Importance:** High

Hi.

After educating myself a bit more about COVID-19 and the likelihood of spread to our community through asymptomatic individuals during the early phase of infection, I've decided to implement the following changes department-wide:

- All non-essential physicians and administrative staff are strongly encouraged to work from home. This does not apply to laboratory personnel who may need to continue their research activities on campus. However, those research personnel who can do their job remotely should also be encouraged to work from home. Accomplishing this will require flexibility from everyone and may require setting up SOM VPNs for those who don't already have these in place. Instructions for accomplishing this will be forthcoming.
- All conferences with 10 or more individuals should either be temporarily cancelled or broadcast via zoom. The DOM staff will provide support for Zoom conferences.

I've asked Rick Albert, Corena Carmichael, Nancy Miller, and Katie Rodriguez to work with you and your staff to have a plan in place by this Friday (3/13). This plan should identify the specific personnel in your Divisions you expect to work from home, which conferences are being cancelled, and which conferences will switch to a Zoom format. If you have questions please contact Rick (office: 303-724-8979; cell: 303-725-1610) or me (office: 303-724-183; cell: 919-824-9458).

I've made these decisions to limit spread of the virus among our faculty and staff so that we're able to provide the best care to our patients. Thanks for your cooperation. Let me know if you have questions or concerns.

David

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