



Office of the President

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March 23, 2020

To: UW System Chancellors, Provosts, CBOs, HR Directors, SSAOs, LL/PIOs, UW System Cabinet, UW System colleagues

CC: UW System Emergency Operation Center

Fr: UW System President Ray Cross 

Re: Coronavirus (COVID-19) Preparedness Update

Good afternoon, everyone. I would like to share the following updates and information regarding the UW System's response to the COVID-19 pandemic.

- **UW System Federal Priorities.** Yesterday I sent a [letter](#) to U.S. Senators Tammy Baldwin and Ron Johnson, outlining the need for regulatory relief and funding for telecommunications, UW System's federal share of the Perkins Loan, federal work study, emergency grants for students, institutional aid, student behavioral health, general student and IT support, and Information Security support.
- **Use of UWSA Facilities.** A number of you or your institutions have reached out with questions about discussions with state and local jurisdictional partners regarding use of UW facilities (and in some cases, UW staff) to prepare for potential scenarios in response to the declared COVID-19 public health emergency. UW System Administration has also been approached by the departments of Administration (DOA) and Health Services (DHS) to identify vacant and/or specific types of facilities to potentially assist the state in its COVID19 management.

As part of that process, there is a need to put into place agreements and document the wide variety of potential uses we may be called upon to provide. To further that activity, we are developing with our partners a global MOU for our use. Our next step is to develop template amendments that identify specific facilities per institution that may be provided as part of this pandemic activity.

We have established a facility response team to work with you to help manage these issues, headed by UWSA Senior Associate Vice President Alexandria Roe, and including select CBOs, Physical Plant staff, legal specialists and others.

- **COVID-19 Exposure Reporting Requirements.** Senior AVP Alex Roe also sent out a [memo](#) last week on behalf of the Board of Regents outlining reporting requirements for COVID-19 for all contracted parties performing work under contract with the Board of Regents for the UW System. That memo has been posted to our [COVID-19 web site](#).
- **Title and Total Compensation (TTC) Project.** The implementation date for new titles as part of the [Title and Total Compensation](#) project is being postponed by at least three months. Work will still continue, at a slower pace, to validate titles and to create the internal UWSA processes required to support the new titling and compensation structure.

- **Internal Audit.** Due to the COVID-19 crisis, audit work has been suspended at this time. **Attached please see a list** of audit staff with their assigned location and credentials. They are available as of Monday to assist you with critical projects or to supplement your staff. All have personal computers at home and can mobilize quickly. Please contact Lori Stortz at lstortz@uwsa.edu or 414-807-8247 to discuss any needs and how audit can help. The internal audit team is anxious to help their clients in this critical time.

- **Special EAP Webinar on COVID-19.** We received notification over the weekend that our EAP vendor will be hosting a special webinar next week on how to cope with COVID-19. Please register if you're interested and your schedule allows. Links to register are below. Also, please feel free to share this webinar with employees.
 - *Coping with the Uncertainty and Disruption of COVID-19*
[EAP Webinar, Tuesday, March 24, 2020, 11 a.m.-12 p.m.](#)
[EAP Webinar, Thursday, March 26, 2020, 11 a.m. – 12 p.m.](#)

Finally, we continue to make updates to our [COVID-19 web site](#), including adding new links and a new FAQ on procurement, so please stop by the site to view that information. Also, remember you can use our tool for UW System and UWSA employees to ask questions about coronavirus-specific topics, which can be accessed on the [COVID-19 Frequently Asked Questions \(FAQ\) webpage](#) (campus credentials log-in required).

We are extremely grateful for all your efforts during this difficult time. Please be safe, be kind, and stay engaged.