

FP&M team,

I hope this message finds you in good spirits and health in the new year. As we prepare for the week ahead, the impact of the COVID-19 omicron variant on campus and in our community is quickly evolving. With Madison Metropolitan School District's recent [announcement](#) delaying its return to classes and temporarily going virtual, I wanted to provide you with some information to help guide your decision-making.

Campus remains open for normal business, and there are no changes or updates to campus operations at this time. To continue meeting our commitments to both campus operations and employee safety, FP&M will rely on best practices, including the following additional measures:

- FP&M will make N95 masks available to employees in public-facing roles should they choose to replace their current mask with them. We will also make disposable procedure masks available to those not in public-facing roles if they wish to wear them instead of reusable cloth face coverings. Supervisors will have more information on how to obtain either of these masks soon.
- FP&M supervisors are encouraged to support workplace flexibility, when possible and appropriate. If you need assistance balancing work with family care, you can speak with your supervisor or FP&M Human Resources. Please see the [chancellor's 12/31/21 message](#) for more details.

Additional best practices to be followed where feasible include:

- Work remotely if possible. Please coordinate with your supervisor to review your existing [remote work](#) agreement and determine the best fit for you and your position.
- If you work in close quarters with others and can spread out, relocate to a workspace with more room. As a reminder, hotel spaces are available on the [sixth floor](#) of 21 North Park, and the fourth floor of 30 North Mills has open workstations.

- Avoid in-person meetings, especially large gatherings. [Teams, WebEx and Zoom](#) all remain available for virtual meetings via video and/or phone.

Here are some reminders from campus that incorporate the latest COVID-19 guidance:

- [Mask mandates](#) remain in place on-campus through January 15, and the current order is being reviewed for an extension.
- If you are experiencing cold or flu-like symptoms, please stay home and use earned leave.
- Free testing for UW-Madison employees resumes [on campus](#) at University Club starting Monday, January 3, 2022. You can also [get tested in the community](#).
- COVID-19 vaccines and booster shots are safe, effective, free, and widely [available](#).
- Campus has posted [updated guidance](#) for those who test positive or are exposed to someone who tested positive, in line with the latest CDC recommendations.

I hope we only need these additional steps on a temporary basis, but we will be keeping a close eye on the situation and want to assure you our goals are to provide a safe working environment and support our staff and their families as conditions change. I also want to reiterate my thanks to our staff who have been and continue to be on campus to support the university's critical needs during the pandemic.

I know I am not alone in being weary of COVID-19, but I appreciate all you do to keep campus running and our community safe. I am looking forward to working with you this year and wish you and your loved ones all a happy and healthy 2022.

Best regards,

Cindy

Cindy Torstveit
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