

Dear colleagues:

For those of you who are considered essential on-campus employees, thank you for your dedication during this extraordinary time. Your contributions to the ongoing mission and operations of our university are extremely valuable.

We are committed to keeping you as safe as possible while you are on the job. You may have seen the recent [guidance from both the California Department of Health and the Orange CountyHealthcare Authority](#). Both organizations recommend face coverings for individuals who must leave their homes to perform essential activities, such as work. This guidance is only for those who feel comfortable wearing face coverings and is not a requirement.

There are several websites that either offer face coverings for sale or [provide instructions on how to make your own](#). If you would like to cover your face but are unable to provide your own solution, please let your supervisor know and we will make every attempt to provide a covering for you. Supervisors can email safety@uci.edu for assistance in obtaining face coverings for their essential workers.

Whether using a face covering or not, please continue regular hand washing and other social distancing measures. More information regarding face coverings can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-faq.html>. UCI has also created education face covering posters available in [English](#) and [Spanish](#).

For the latest updates associated with COVID19, and the impact on university operations, be sure to check [UCI's dedicated website](#).

Sincerely,

Ramona Agrela

Associate Chancellor and Chief Human Resources Executive

Ronald S. Cortez, JD, MA

Chief Financial Officer

Vice Chancellor, Division of Finance and Administration