



Dear DFA employees,

As you may have seen from [Chancellor Gillman's recent message](#), UCI is taking definitive actions in light of the uncertainty surrounding COVID-19. While there are no confirmed cases of COVID-19 within the UCI community at this time, these decisions are made in support of the concept of "social distancing," which is a public health concept to reduce the probability of contact between individuals who are or may be carrying a highly contagious disease. Social distancing – which can be effective with as little as a six-foot gap between individuals – helps to prevent infections that are transmitted by droplet (such as coughing, sneezing, or touching a contaminated surface).

I would like to take the opportunity to reiterate some of the key points from the Chancellor's message:

- **All events and gatherings with more than 100 participants are to be canceled.** Where possible, you are encouraged to deliver the event in an alternative format. For campus events that continue as scheduled, it is advised that organizers exercise [key prevention strategies](#) in event operation plans. At this time, our spring town hall will not be scheduled.
- **Campus offices will remain open.** Employees who need to work remotely should contact supervisors for guidance and approval. Assistant Vice Chancellor David Ott is leading our division's business continuity planning efforts. As announced in [Chief Griffin's email](#) over the weekend, your participation in the Business Continuity Program is essential in this preparation as it will help you update and/or develop your plans, not only for this event, but for any possible future event that may interrupt business operations.
- **UCI is restricting all non-essential university-sponsored travel – international or domestic,** particularly by air or train. Any UCI sponsored travel by DFA employees will require my approval. You are encouraged to find alternate means of conducting business as we work to help limit the potential spread of infection to other areas.

I would like to thank each of you, our staff, who truly are the backbone of the enterprise that is UCI – a top global university by many measures – your dedication to support campus operations does not go unnoticed. We are experiencing unprecedented events, things are evolving quickly, and we appreciate your commitment and partnership during this time. I am meeting regularly with my cabinet members who are all working together to prepare the campus for various scenarios and actions related to COVID-19.

If you have any questions, please do not hesitate to reach out to me or one of my cabinet members. Additionally, emails can be sent to WithUForU@uci.edu or you can contact the COVID-19 Response Center (949.824.9918; covid19@uci.edu).

Sincerely,

Ronald S. Cortez, JD, MA
Chief Financial Officer
Vice Chancellor, Division of Finance and Administration