

*\*Managers/Supervisors: Please share this email with DFA campus temporary and contract employees. For those who do not have regular access to emails/laptops/PCs, please print and share this email accordingly.*

Dear DFA employees,

I want to thank all of you for your patience and flexibility as we work together to prepare the campus and ourselves for various scenarios and actions related to COVID-19. It has almost been a full week since Governor Gavin Newsom [issued a stay-at-home order](#), in an attempt to limit the spread of COVID-19.

While most of our departments have effectively transitioned to remote working and are adjusting to a new environment, we also have a large percentage of our division performing critical on-site operations on a daily or rotational basis. This includes the heroic work of our custodial staff, specialty trades workers, accounts payable, contracts & grants, cashier office, transportation, design and construction teams on critical projects, distribution services, environmental health & safety, and our police department, including emergency management. I want to thank all of these team members for conducting this essential work ensuring our safety and managing business processes that can only be performed on campus. On behalf of all UCI, thank you!

I don't know how long it will be until we are all able to come back to campus, but know that I miss seeing everyone at work. Many of you are using [Zoom](#) and [Teams](#) to communicate regularly, and I personally look forward to the video meetings I have on a regular basis so I can see my colleagues. In these challenging times, teamwork, one of our core values, has taken on an even broader meaning and is the glue that keeps us connected and grounded, even in a virtual way. My office is working with each cabinet member to set up a time where I can join your virtual department team meeting to touch base with each of you as well as answer any questions that you may have.

Our division also set up a central webpage to communicate the service status within our departments. Each webpage either has a contact message or a [dedicated webpage](#) that details the status on the services they offer, guidelines on COVID-19 business processes, or temporary suspended services, etc. DFA Human Resources is also in the process of updating telecommuting agreements to extend agreements until the termination of the State of California Governor's [Stay at Home Order](#).

Please know that we all understand this is a very difficult time for everyone. If you have any questions, please do not hesitate to reach out to me ([vc-cfo@uci.edu](mailto:vc-cfo@uci.edu)) or one of my cabinet members. Additionally, emails can be sent to [WithUForU@uci.edu](mailto:WithUForU@uci.edu) or you can contact the COVID-19 Response Center (949.824.9918; [covid19@uci.edu](mailto:covid19@uci.edu)). Please visit [UCI's COVID-19 website](#) for additional information and available resources such as a link for the [Employee Assistant Program \(EAP\)](#).

Thank you for your compassion, commitment, ingenuity, and partnership during these unprecedented events—we are truly **With U • For U**.

Stay well.

**Ronald S. Cortez, JD, MA**

Chief Financial Officer

Vice Chancellor, Division of Finance and Administration