

Meredith staff,

Over the last month, you have received several campus updates regarding the College's response to the novel coronavirus, or COVID-19, global health issue. The health and safety of our community remains our highest priority at Meredith.

We understand this is an anxious time for you and your loved ones. We also know it's likely you have questions related to your role at Meredith, so we wanted to let you know about some steps we are taking to help you and your supervisors manage this unprecedented situation.

We have set up a town hall session at 10 a.m. on Monday, March 16, where we will provide you with updates. Because gatherings of over 100 are discouraged, we will be teleconferencing the session using Zoom. Check your Meredith email on Monday morning for the Zoom link and instructions on how to participate in this session remotely. Viewing, with social distancing, will be available in Jones Auditorium for those on campus without computer access. Please do not come to Jones Auditorium if you have computer access.

Knowing that some of you may need additional flexibility right now, we worked with Director of Human Resources Pam Davis Galloway to issue a message to supervisors on Thursday, March 12. The message encourages supervisors to be open to telework requests in positions where this is possible and provides guidance on what to take into consideration when evaluating requests.

The full FAQs provided to supervisors will be available soon on the HR MyMeredith page.

We also recognize that many of you will need or want to continue working on campus. We have taken a number of precautions to enhance cleaning and sanitation practices across campus. Examples of these increased precautions are noted on our coronavirus response page. We will also be providing you with more information about social distancing at work.

If you haven't already done so, you may also wish to take this opportunity to sign up for the two telehealth options available through Cigna. Sign up information is available on the HR MyMeredith page.

I know you may have many questions remaining and the executive leadership team, your supervisors and HR will continue working together to get you answers as quickly as we can during this fluid situation.

The Human Resources office can be reached in a number of ways:

General HR: [hr@meredith.edu](mailto:hr@meredith.edu) / ext. 8898 – monitored by all HR staff

Pam: [davis pam@meredith.edu](mailto:davis pam@meredith.edu) / ext. 8760

Alana: [ettera@meredith.edu](mailto:ettera@meredith.edu) / ext. 8907

Lydia: lrfortin@meredith.edu / ext. 8360

Heather: hazeigler@meredith.edu / ext. 8526

In closing, I appreciate the many hours and tireless efforts many of you have been putting in over the last few weeks to help us navigate last-minute schedule changes, manage additional calls from students and parents, handle cancelations, and more.

While there are many uncertainties in this global health crisis, I remain certain about one thing - the Meredith community will continue demonstrating the strength and resilience that is so deeply embedded in our ethos. We are and will remain Going Strong.

Sincerely,  
Jo Allen, '80

*Sent March 15, 2020, 10 a.m.*