



March 10, 2020

Dear Colleagues:

For nearly two months, the University of Maryland, Baltimore (UMB) and the University of Maryland Medical System (UMMS) have been tracking the novel coronavirus disease (COVID-19) together, and taking measures to ensure the safety of our employees, students, visitors, and patients. Earlier this month, we instituted joint policies on international travel in order to limit the risk of travelers returning with the disease and infecting others.

Now, COVID-19 is established in the United States, with cases confirmed in Maryland and surrounding jurisdictions. In response, Governor Hogan announced new measures to limit travel by state employees and prepare to institute teleworking. It is only prudent, therefore, that we intensify our efforts, and take stronger steps to limit the risk of contracting this disease. This will involve making changes to the way we work, learn, travel, and gather.

Effective immediately, we are implementing [guidelines](#) that will take effect in two steps. In the first step, starting today, we will limit meetings and large gatherings, encourage social distancing and remote learning, prepare those who are able to telework, and tighten our guidance regarding travel, with the understanding that travel for clinical care may be necessary. If and when conditions warrant, we will take even stronger steps in a second step, canceling events and in-person instruction, and suspending all work-related travel.

These measures are not taken lightly. We know that they will be burdensome to many, but they are consistent with our values - placing health and safety above all - and they represent our best judgment as we adapt to this rapidly changing situation.

Please read these guidelines, and be particularly careful to identify changes that may affect your activities now and in the future. We are currently at step 1 and are seriously considering a move to step 2 in the very near future, and will communicate again with you at that time.

It is important that we all [stay up-to-date](#) about COVID-19 and how our institutions are working together to ensure a safe environment to work and learn at UMMS and UMB. Our collaboration has always been our greatest asset as we face great challenges, so we thank you for your continued teamwork and perseverance.

Sincerely,

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*Interim President*

**Mohan Suntha, MD, MBA**  
*President and Chief Executive Officer*  
*University of Maryland Medical System*

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