



March 12, 2020

Dear Colleagues:

As you know, we have been tracking the novel coronavirus (COVID-19) very closely and are continuing to intensify efforts and update policies, in an effort to prevent further spread of the virus and maintain the safety of our staff, students, faculty, and patients.

In our update on March 10, 2020, we issued several policy changes related to gatherings, telework, travel, and education, and explained that these changes would be implemented in phases, based on developments related to COVID-19.

Today, we are implementing the second phase, or "Step 2" of these policies, which will involve canceling events and in-person instruction, suspending all work-related travel, and shifting to telework, where applicable.

Some highlights of the new guidelines for all UMMS and UMB employees and students include:

- Work-related, out-of-state travel is prohibited, with very limited exceptions.
- Personal travel outside of Maryland is strongly discouraged.\*
- In-person meetings are prohibited, and all such meetings should be moved to virtual means or canceled, unless approved by a Dean, Vice President or UMMS Executive.
- All in-person didactic instruction is canceled as of this weekend, and replaced with an alternative means of delivery.
- All UMB/UMMS-hosted events will be canceled through April 5, pending re-evaluation. Events hosted by a non-UMB/UMMS organization at our facilities will also be canceled through April 5 and until further notice.
- Student recruiting and admissions in-person events are prohibited until further notice.
- UMMS and UMB will transition to episodic telework on Saturday, March 14, where applicable.

You can review full details of the policy [here](#).

UMMS and UMB leadership will follow-up with additional details regarding the implementation of these plans and what they mean for you, by location. We know it's difficult to keep up with frequent communications about new guidelines and policies, but our commitment to your safety requires us to adapt quickly to new information, and to make you aware of changes as soon as we can. We appreciate you continued patience and cooperation.

\*Please note: We may restrict access, including the possibility of requiring a 14-day self-quarantine, to UMB or UMMS facilities for anyone who travels against this advice beginning today, March 12, 2020.

Sincerely,

**Bruce E. Jarrell, MD, FACS**

*Interim President*

**Mohan Suntha, MD, MBA**

*President and Chief Executive Officer  
University of Maryland Medical System*

**E. Albert Reece, MD, PhD, MBA**

*Dean, University of Maryland School of Medicine  
Executive Vice President for Medical Affairs, UMB  
President, Faculty Physicians, Inc.*

This note was authorized for distribution to the University of Maryland, Baltimore community by Administration and Finance.