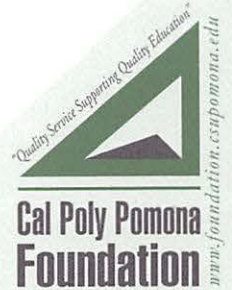


March 16, 2020



Dear Foundation Staff:

Last night the University sent out a message referencing Governor Gavin Newsom's directive on home isolation of those 65 years or older and those with chronic health conditions. It outlined the impact of this directive and the appropriate university personnel to contact. Below are the CPP Foundation specific instructions.

Effective immediately, all CPP Foundation employees who are age 65 or older are required to stay home from work. Please contact Nora Fernandez in Human Resources ([nfernandez@cpp.edu](mailto:nfernandez@cpp.edu); 909-869-4378) for further details. I realize that this is a significant development. A remote work agreement form had been developed and will be made available to eligible personnel. Others who are unable to work remotely may take eligible leave credits. Those without leave available, including some student and part-time staff, should contact Human Resources to discuss available options.

Additionally, the Governor ordered the home isolation of those with chronic health conditions. We do not yet have clarification about how that is defined. If you have been diagnosed with a chronic condition and feel that this home restriction applies to you, please do not report to work. Contact Human Resources ([nfernandez@cpp.edu](mailto:nfernandez@cpp.edu); 909-869-4378) as soon as possible.

All other staff should report to work as previously instructed. However, work directly with your immediate supervisor if you prefer to take available personal leave credits in lieu of reporting to work. We will make temporary arrangements to the maximum extent reasonably possible.

Thank you,

A handwritten signature in black ink, appearing to read "Jared G. Ceja", is written over the "Thank you," text. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Jared G. Ceja, MBA  
Executive Director  
Cal Poly Pomona Foundation, Inc.