



## President Tim Sands to host virtual town hall on April 9

Virginia Tech President Tim Sands will host a virtual town hall for the university community on Thursday, April 9, at 11 a.m. During the meeting, which will be accessible from the Virginia Tech homepage and the university's COVID-19 website, the president will provide an update on university operations and answer questions from participants. Those wanting to ask questions will be able to submit them in real-time during the town hall.

This event will be the first of several town halls that Sands and university officials will host through the course of the spring.

"As we engage in social distancing, online learning, and telework, it is more important than ever for us to come together as a community," Sands said. "Changes in the way we live, learn, and work have been occurring rapidly, out of necessity. These virtual town halls will provide an opportunity for us to ask and answer questions, give updates, and stay connected to each other as we move forward."

The town hall will be live-streamed from the Virginia Tech homepage at [vt.edu](http://vt.edu) and on the university's COVID-19 website at [vt.edu/covid-19](http://vt.edu/covid-19).

## Residential mail center remains open: How to forward packages

In response to the evolving COVID-19 emergency and the university's transition to essential operating status, Mail Services will scale down its operations effective Monday, April 6, 2020.

The safety and well-being of Mail Services employees and university community members remains the department's top priority. Mail Services will continue to manage the distribution of all incoming mail and packages and will ensure mail and packages are delivered to academic, research, and administrative units, along with residential students and employees, in a safe and timely manner.

Please refer to the adjustments below to on-campus mail delivery effective April 6.

- All incoming mail and packages (USPS, UPS, FedEx, and DHL) will be received and sorted by Mail Services and stored at the South Main Street, Blacksburg mail operations facility before being distributed by Mail Services
- Departmental mail and package delivery will be made to office and department locations a maximum of two times each week. Deliveries will

be made to the primary office location currently used by Mail Services, regardless of whether the office is open or closed.

- Perishables, medications, and the like, will be delivered on a daily basis.
- Effective April 3, 2020, departmental mail and package pickup at the South Main Street mail operations facility will be discontinued. No mail or packages will be held at the facility.
- Departmental mail special delivery requests are unable to be accommodated.
- Departmental staff will be responsible for retrieval of mail and packages delivered to their unit.
- Outgoing departmental mail will be picked up from offices on delivery days or may be dropped off for processing at the front of the South Main Street mail operations facility.
- UPS and FedEx will continue to deliver daily to Schiffert Health Center and the VetMed complex.
- Hazardous lab and research materials should be mailed to the Environmental Health and Safety Hazardous Materials Lab for further delivery and/or retrieval.

For questions, please contact Mail Services at [mailservices@vt.edu](mailto:mailservices@vt.edu) or 540-231-4085.

## Submit documents to Human Resources using new digital processes

In response to Virginia Tech President Tim Sands' announcement on March 31, 2020 that the university will be moving to "essential operations" due to the impact of COVID-19, Human Resources encourages employees to take advantage of new digital processes for submitting their HR documents. Submitting documents digitally promotes social distancing, complies with Gov. Ralph Northam's "stay-at-home" directive issued on March 30, 2020, and protects the entire Virginia Tech community.

**How to send documents to Human Resources**  
Human Resources has moved the receipt of paper to the following secure digital format options.

- Google Form/Google Drive** – A new process has been created to allow employees and non-employees to upload documents on a Google Form to a Google Drive. Virginia Tech has an agreement with Google to ensure the documents are encrypted when in transit and upon arrival. The documents will be reviewed by the HR Service Center and moved to the appropriate team for processing.
- The form requires name, email address, phone

- number, and purpose of the file.
- The email account must be either a VT email account for employees (@vt.edu or @gmail.com) or a personal Google email account for non-employees
- For those without a Gmail account, the instructions can be found at: <https://support.google.com/accounts/answer/27441?hl=en>.
- The document to upload can be located on a computer, from the cloud, or any mobile device (cell phone, tablet, etc.)
- To get started go to: [https://docs.google.com/forms/d/1xhP8PPSr4zDJ1Hv6Ozp4fKqo9TsEmhQK9FDgfpE6RAw/viewform?edit\\_requested=true&pli=1](https://docs.google.com/forms/d/1xhP8PPSr4zDJ1Hv6Ozp4fKqo9TsEmhQK9FDgfpE6RAw/viewform?edit_requested=true&pli=1)

Digital Fax – Use the HR Service Center **fax number**, 540-231-3830, where the document will be reviewed by the Service Center and moved to digital folders for processing.

Throughout this rapidly changing situation, Human Resources remains committed to safely providing as many services as possible to assist our employees. As more services are made available electronically, Human Resources will continue to communicate to employees.

If you have any questions, please contact the HR Service Center at [hrrservicecenter@vt.edu](mailto:hrrservicecenter@vt.edu) or 540-231-9331.

## Public Health Emergency Leave guidelines for Virginia Tech employees

Public Health Emergency Leave (PHEL), which is a benefit activated by Gov. Ralph Northam for state employees as a result of the impact of COVID-19, is available to Virginia Tech full- and part-time faculty and staff, and many wage employees who are impacted by the virus.

PHEL may be used by an employee in the event an employee becomes sick with COVID-19, must self-quarantine, or take care of a family member who becomes sick with COVID-19. PHEL may also be used if an employee has chronic health conditions or is aged 65 or older and there are no alternative flexible work options to maintain social distancing.

Employees will need to provide documentation to their manager to confirm a COVID-19 diagnosis or potential exposure, or for the reasons outlined above. Documentation can include a note from a healthcare provider or public health agency, or documents showing recent travel to heavily impacted areas as outlined by the CDC. The employee's department should maintain this documentation per University Policy No. 2000: Management of University Records. Employees should work with their supervisor to confirm eligibility for PHEL.

An employee who accesses PHEL will receive up to 80 hours of leave on a prorated basis, based on the average number of hours they work. Read more: <https://vtnews.vt.edu/notices/hr-phel-leave.html>

## Report concerns to the Hokie Hotline

Virginia Tech is committed to the highest standards of moral, legal, and ethical behavior by its employees and administrators.

University Policy 1040, Reporting and Investigating Suspected Fraudulent Activities: <https://policies.vt.edu/1040.pdf>

To help ensure an ethical work environment, all members of the university should report any suspected wrongdoing (i.e., fraud, waste, abuse, noncompliance). We encourage you to submit concerns via the Hokie Hotline, which allows for confidential and anonymous reporting.

Alternatively, you can contact members of the Office of Audit, Risk, and Compliance directly:

- Ryan Hamilton: [ryhamilt@vt.edu](mailto:ryhamilt@vt.edu) | (540) 231-2530
- Sharon Kurek: [kurek@vt.edu](mailto:kurek@vt.edu) | (540) 231-7496

## Free one-on-one nutrition guidance being offered virtually

During this COVID-19 pandemic, staying healthy is of utmost importance. Proper nutrition plays a major role in staying healthy. Look to upper-level nutrition students from the Human Nutrition, Foods and Exercise Department to help you take the next steps toward building a healthier life. Address concerns or gain insight into proper nutrition.

Free one-on-one nutrition counseling services via Zoom are available to employees and students. Sign up today at [https://www.hnfe.vt.edu/nutrition\\_counseling.html](https://www.hnfe.vt.edu/nutrition_counseling.html).

## FAQs for Virginia Tech Faculty and Staff

All faculty and staff should review the frequently asked questions on the university's COVID-19 (Novel Coronavirus) page ([https://vt.edu/content/vt\\_edu/en/covid-19/home.html](https://vt.edu/content/vt_edu/en/covid-19/home.html)) with regard to how you can protect yourself, information on self-isolation, personal travel, and more. For information on employee-specific questions, visit <https://vt.edu/flu/2019Coronavirus/covid-employee-faq-march10.html>.