Remote Work Communications

**Voice Mail Template:**

You have reached *Employee’s Name* with the Facilities Management Division’s *Department Name*. In response to COVID-19, the University of Georgia is closed for instruction and is reducing staffing levels from March 16 to March 29. During this time, I will be working from a remote location. If you need assistance, you may email me at *employee’s email address* and I will respond as quickly as possible. (If appropriate add: If need to speak someone in person, you may call *person accepting calls* at *contact phone number.)* Thank you.

**Email Response Template (if anticipate limited email access):**

Thank you for your email. In response to COVID-19, the University of Georgia is closed for instruction and is reducing staffing levels from March 16 to March 29. During this time, I will be working from a remote location and may have limited email access. (If appropriate add: If you need immediate assistance, you may call *person accepting calls* at *contact phone number.)* Thank you.