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-19) pandemic, the University of Maryland, Baltimore (UMB) will be honoring the Governor's State of Emergency by requiring many employees to work remotely. This response is to practice social distancing. Other UMB employees, in support of critical, on-campus functions, will remain on-site during this period, though their efforts may be in a reduced capacity.

Administration and Finance (A&F) will continue to operate main functions. In some areas, on-campus processes have been replicated in an effort to allow staff to work remotely. In others, on-campus work will continue in support of the urgent campus operations that must continue during this time.

The following A&F operations will remain available between March 14<sup>th</sup> and April 5<sup>th</sup>:

Budget Discussions with Deans

Payroll

Accounts Payable

Mail Operations & Deliveries to Campus (Requires units to be present to take delivery)

Parking and Shuttle Buses

Strategic Sourcing and Acquisition Services

CASS Support for Administrative Departments

New Employee Orientations, Recruiting and Hiring Activities in HR

Labor Relations

Responding to Benefits Questions

Quantum Training and Problem Solving

Construction & Renovation Projects

Sponsored Projects and Accounting Compliance (SPAC)

Front Desk Security, Policing, Safe Ride/Safe Walk

Operations and Maintenance will have limited staff.

Environment Services will do an initial deep clean and then have limited staff that will focus on cleaning restrooms, breakrooms/kitchenettes, trash removal on the occupied floors of buildings.