

WEEKLY STAFF NEWS | 3.16.2020 AFTERNOON UPDATE

WHAT YOU NEED TO KNOW

Coronavirus Update As you know, based on the evolving situation, we are asking virtually all Getty employees to prepare to work from home beginning Tuesday, March 17. If you are uncertain of your status, please contact your supervisor. We will be transitioning now to a circumstance where only those Getty staff responsible for critical facilities and security operations will remain on site.

Security Check-in Those Getty staff who do arrive onsite for any reason will be required to sign in and sign out. This information will ensure that we know who is present at any given time so we can reach you in an emergency. At the Villa, the sign-in log is located at the Lower Level Security Desk. At the Center, sign-in logs are located at Central Security Desk and the South Building lobby desk. Getty Security and Facilities staff who are scheduled to be on site do not need to sign in/out.

Resources for Working Offsite Getty Digital has posted information on Resources for Working Offsite on www.getty.edu/staff/. A more in-depth [version](#) is posted on GO, and for ease, we've also attached a packet to this e-mail that helps you:

- Review what programs can be accessed directly (with an Internet connection), what is available through WebConnect, and what requires Pulse Secure on a Getty computer.
- Find detailed illustrations on how to log in to WebConnect on any computer or WebConnect Mobile on any mobile device, using your Getty OneID and Duo Two-Factor Authentication, as well as how to enable Duo if you have not yet done so.
- Learn how to use Slack and Zoom -- especially helpful to stay in touch during this period.
- Log in to Pulse Secure VPN if you have a Getty computer.

Note on Getty Laptops: As noted by some staff earlier today each Pulse Secure connection requires a license. In this interim period, there may be more staff who need to access Pulse Secure than licenses. To help make this work for everyone, we are asking that:

- Staff who log in to Pulse Secure to access files do so, then store them locally, and log out of Pulse Secure.
- Staff do not stay logged into Pulse Secure all day unless your workflow is dependent upon having continuous access to the network.

We appreciate everyone coming together to help keep the Getty moving forward at this time. Thank you! If you need assistance from Getty Digital, contact the Getty Digital Help Desk at x1199, or email GettyDigitalHelp@Getty.edu. Understand the Getty Digital Help Desk may be operating with a smaller crew, so please be patient.

Getting in Touch with HR If you have questions for HR, don't hesitate to call or send an email. to 310.440.6523 or hr@getty.edu. We will be constantly monitoring the voicemail and email and will respond to any questions you have. HR is here to support you during this challenging time. Much information for employees is also available at www.gettyhr.com. You can check there for information about benefits, the Employee Assistance Program, our new financial coaching partner (MSA), and other resources.

Support during Stressful Times Health Advocate is a great resource for employees and their families during stressful times such as these. You can access this Getty-provided benefit 24/7 by calling 866-799-2728 or visiting their website at healthadvocate.com/members. Here is a video they have posted about the [psychological effects of COVID-19](#).

My Secure Advantage (MSA) MSA can be accessed from anywhere and their coaches are available 6:00 a.m. to 8:00 p.m. PST. You may find yourself with time on your hands and questions regarding taxes, finances, budgeting, etc. Information regarding MSA can be found [here](#). To help launch this program, MSA is offering an incentive for Getty employees to complete an [online assessment](#), which helps them support you better. You must use Chrome (not Internet Explorer) to complete the assessment. Anyone who completes it by April 15th will be entered to win a \$100 Amazon gift card from MSA.

Pablito Shuttle Suspending Operations The Pablito shuttle is suspending service to and from the Getty Center and Getty Villa until further notice. Any riders who have recently purchased tickets will be refunded.

Looking for Ways to Help Others? Our friends at the Red Cross sent us this:

We want to assure you we are focused on the safety of our donors, recipients, volunteers, staff and the blood supply. Blood donation is a safe process, and people should not hesitate to give and receive blood. At each blood drive, Red Cross employees follow thorough extensive safety protocols.

Your role as a blood donor is vital during this public health emergency. The Red Cross urgently needs blood donors of all blood types, to give now and help prevent a blood shortage. As the number of COVID-19 U.S. cases continues to grow, there may be fewer people eligible to give. Only by working together, we can ensure patients continue to have access to a safe adequate blood supply.

If you're in a position to give, contact www.redcrossblood.org.

In addition, our friends at the LA Regional Food Bank sent us this:

During this unprecedented time, the Los Angeles Regional Food Bank is committed to fulfilling our mission to feed everyone who needs food assistance. The recent actions taken at the federal, state and local levels are needed to combat the spread of the Coronavirus and will also put a significant additional strain on local families and individuals. The Food Bank is working hard to meet this extra need, but we need your help. School closures, quarantines, business shut-downs and reduced work schedules all impact access to food. Solutions to these challenges are available, but they will result in unplanned expenses for the LA Regional Food Bank. We need your help. Please consider [donating generously](#) to help us provide food to children, seniors, individuals and families throughout Los Angeles County.

From Internal Communications | internalcommunications@getty.edu.