



Several faculty members have already written to Academic Affairs with questions about managing student and faculty illness, should it occur. At the moment, we are continuing with the semester as usual, and it is important to note that we already have a protocol in place for regular student and faculty illness: all who feel ill should practice self-isolation, see a physician if illness is concerning and/or prolonged, and come back to class or work with a physician's note to account for absences. **Now, we also ask that you please adapt the following new actions:**

Know who is in your class and who is not. Send all students who come to class with symptoms of flu to see their physician or an urgent care center. These symptoms include: coughing, sneezing, shortness of breath and/or a temperature above 100.4 degrees F.

Honor all health provider notes regarding students' absences.

Encourage students to use safe practices: wash hands frequently, cover their noses and mouths while sneezing/coughing; get plenty of sleep.

As faculty, we already keep our classrooms clean, but please take extra notice of any extra desk surfaces or work spaces that might need attention. Our housekeeping staff can help you, but it will take all of our efforts to keep our environments clean.

Make certain that your Blackboard site for each class is complete and ready to be used in place of face-to-face class, if that becomes necessary. This same preparation will help students who may not be able to attend face-to-face class if they are ill. Make sure that all necessary assignments are spelled out with clear instructions. This includes reading assignments, exercises (that can be done via distance) and discussion boards. Have make-up assignments available online.

Work with your Chairs (and Deans, when necessary) to get extra support for adapting assignments for distance learning, particularly to help students who are absent stay on track.

Reach out to the Center for Teaching Excellence, as well as other colleagues, or Academic Affairs if you would like help thinking about alternative pedagogical and assessment strategies.

Thank you for your continued excellence in all your work. We will continue to update you as the COVID19 situation develops.

Regards,

Nancy Niemi  
Provost