Updates on ASE Policies and Teaching Remotely Starting Monday March 23

ASE COVID TEAM <ASECOVIDTEAM@LISTS.ROCHESTER.EDU>
on behalf of
Dean Donald Hall <DeanDonaldHall@ROCHESTER.EDU>

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To: ASECOVIDTEAM@LISTS.ROCHESTER.EDU <ASECOVIDTEAM@LISTS.ROCHESTER.EDU>

This message is being sent to all ASE Spring Instructors, Department Chairs and Program Directors, and Staff

Dear ASE Community:

In this message, we have updated various policies and practices on access to campus, staffing and student employment, transportation and parking. These reflect the latest guidance from the University and recent New York State executive orders. Attached you will find an additional set of information items and reminders from the Teaching Continuity Committee, including important information about assistance when you encounter tech or other problems. Please read the attachment carefully.

Take Care of Yourself:

Please remember to take care of yourself in these stressful times. We can’t emphasize enough how much we value you as a member of our campus community. We encourage you to practice good coronavirus hygiene (handwashing, social distance), and also to find ways to reduce stress. We all need to support each other in these times.

If you have symptoms or think you have been exposed to coronavirus, or if family members, roommates, or others with whom you have close contact have symptoms, or think they have been exposed to coronavirus, or if you have recently traveled outside the Rochester region, there are some steps you should take:

- All AS&E students, faculty and staff should call University Health Service (UHS) at (585) 275-2662 for guidance.
- If you are ill, please call your primary care provider or UHS before you go to the office so that they can be prepared for your visit.
- Check the University of Rochester coronavirus update website for updated information.

Essential Personnel on Campus:

Per the governor’s executive order on March 20, all “non-essential” staff should work from home starting March 24. To comply with this order, the Dean’s Office is requiring that faculty deliver courses from home starting on March 24.

The Provost’s Office has confirmed that faculty/instructors may receive permission to host their online courses from their offices if the technology available at home does not allow them to deliver instruction. Only those faculty members and instructors for whom it is impossible to teach from
home should plan to do so from their office and only for the duration of the course each day. All preparation for course delivery should be done from home.

Any faculty member or instructor who needs to deliver a course from campus should notify their department chair of the classes for which they need to use their office and the reason they cannot deliver the classes from home. Department chairs should then notify the appropriate dean of school. For those individuals who do not have key or card access to the buildings in which their offices are located and who are approved to teach from their offices, please work with your department chair and dean to secure a key or access by Wednesday the 25th when all buildings will be locked down.

**Non-essential staff employees should not report to work on campus and should consult with their supervisors to determine appropriate remote duties.** Staff employees unsure about their status as “essential” should contact their supervisors immediately for clarification on their status.

Individuals listed as essential personnel on laboratory business continuity plans or lab check lists should not report to work. Instead, they should contact their supervisors about specific tasks and attendant schedules.

The University’s response to this declaration can be found at: [https://www.rochester.edu/coronavirus-update/important-hr-information-for-university-faculty-and-staff/](https://www.rochester.edu/coronavirus-update/important-hr-information-for-university-faculty-and-staff/)

Please see below for additional information on graduate students, post-docs, and undergraduate student employees.

**Reminder on Social Distance in Educational Activities:**

It is important to remember that the purpose of the recent changes in the means of offering instruction and for suspending much of “campus life” is to practice social distancing and to ensure that we are not creating conditions on campus where the coronavirus could spread among our community. In that light, **it is important to remember that all interactions with undergraduate students (teaching, advising, office hours) should be on-line.**

In addition, core course activities (lectures, recitations, labs) must be recorded for asynchronous learning due to the highly variable conditions in which students are attempting to access course materials. You are also strongly encouraged to consider posting written lecture notes to Blackboard to assist students who might experience technical issues in accessing lecture recordings. More teaching resources are available at: [https://www.rochester.edu/online-learning/disruption/](https://www.rochester.edu/online-learning/disruption/)

**Undergraduate Students on Campus:**

Initial decisions have been made on all student requests for an exception to the policy that undergraduates must leave campus. The Dean’s Office has also responded to most appeals to these initial decisions. In general, students were only granted to exceptions if they were international students currently on campus (and therefore faced visa and travel issues) or were domestic students with significant, extenuating circumstances regarding housing. These decisions were made with student and community welfare in mind, and therefore reducing the density of individuals on campus to allow for social distancing and best hygiene practices were a significant contributing factor in decision making.

**Undergraduate Student Employees:**

**Most undergraduate student employees will no longer be able to work on campus** per the governors executive order that 100% of the state’s non-essential workforce stay in their dwellings.
Academic departments and college units must obtain approval from the Dean’s Office via email to collegeDean@ur.rochester.edu before designating any undergraduate student employee as essential staff and needing to work on-campus.

Undergraduate students may continue to work remotely under two conditions:

- The undergraduate student employee has received supervisor permission to work remotely based on an assessment that this work can be done effectively while the student is not on campus.
- The student is residing in the United States for the duration of the semester. Students residing in an international location for the remainder of the semester must have their positions ended. The Dean’s Office will provide a list of international undergraduate student workers and supervisors are encouraged to communicate with these individuals to determine their work location.

These rules apply to all undergraduate student positions, including teaching and research activities.

Current student workers meeting the above criteria may be paid for additional duties in situations in which other student employees have had their appointment ended due to inability to work remotely.

**Students employed through Federal Work Student (FWS) prior to spring break will continue to be paid FWS earnings for the remainder of the semester even if unable to work.** This includes students residing in an international location for the remainder of the semester.

- Any student authorized to continue working on campus (expected to be very few) or remotely would continue to submit hours as normal. Supervisors would approve these hours on the normal schedule. Supervisors should contact Student Employment to indicate which of their student employees are in this situation.
- Students unable to work will have their hours processed by Student Employment based on their normal work schedule prior to the University’s decision to practice social distancing on campus. Supervisors should contact Student Employment to indicate which of their student employees are in this situation.

All student employees on FWS and their supervisors have been sent information on this policy and process.

**Graduate Students:**

As graduate students are considered independent, Rochester is their home and they are not being asked to leave. Here are a few items related specifically to graduate students.

- PIs and program directors are responsible to continue supporting their graduate students; please be flexible and cognizant of their needs during this time of transition and stress. For many the University is the core of their Rochester existence and it is critical we are now extra attentive to their well-being so they do not become isolated.
- As with undergraduate students, all coursework from this point forward will be done online/remote. This includes design projects, creative works, etc., and may require the faculty instructor and student(s) to work together creatively to determine how best to complete the course requirements given this restriction. Instructors should structure the course as if all students were off campus.
• Until further notice, graduate students should continue to work on their research remotely and should continue consulting with their faculty advisors. Students should work with their thesis advisor and/or program director to determine their research responsibilities.

• For all graduate student milestones, including PhD defenses, PhD qualifying exams, Master’s exit exams, etc., it is required that these be done remotely/on-line and any public portion of the exam must be performed on-line as well.

• PIs of sponsored research projects should work with their individual Program Managers, if the inability of graduate students or postdoctoral fellows to complete work, for whatever reason, imperils research projects.

Postdoctoral Research Associates:

As postdoctoral research associates are considered independent, Rochester is their home and they are not being asked to leave. Here are a few items related specifically to post-docs.

• PIs and program directors are responsible to continue supporting their post-docs; please be flexible and cognizant of their needs during this time of transition and stress. For many the University is the core of their Rochester existence and it is critical we are now extra attentive to their well-being so they do not become isolated.

• Until further notice, post-docs should continue to work on their research and should continue consulting with their faculty advisors. Students should work with their thesis advisor and/or program director to determine their research responsibilities.

• PIs of sponsored research projects should work with their individual Program Managers, if the inability of postdoctoral fellows to complete work, for whatever reason, imperils research projects.

Transportation and Parking:

• The University shuttle system has been modified to reflect the changes in our on-campus student population. As such, please be sure to consult the University of Rochester Shuttle Schedule to see the updated schedule.

• Information on parking during remote work conditions can be found at: http://www.rochester.edu/parking/employee-parking-permits-and-working-remotely/

Conclusion:

Our condition continues to be fluid, with new developments daily, but we remain committed to helping faculty, staff and students succeed over these next weeks. Please do not hesitate to reach out to your chair or program director if issues arise that require clarification, who can then elevate these issues to one of the deans as appropriate. We know that many questions have already been brought forward and we will continue to address these in future communications. We are all working on this together.

With many thanks,

Donald Hall, Dean of Faculty, on behalf of ASE Leadership