

Caitlin Callahan

From: Michael Taylor
Sent: Tuesday, March 10, 2020 7:01 PM
Cc: Clea Andreadis
Subject: RE: Letter to the Community regarding the Coronavirus Disease (COVID-19)

Dear Faculty,

As a follow up on my email from last week (below), I am writing to share information on the novel coronavirus (COVID-19) and provide an update on the preparations and planning taking place for our campus and community. Members of the UCB leadership team continue to work in close collaboration with the Boston Public Health Commission and the Massachusetts Department of Public Health who are monitoring the confirmed cases in the community. The Centers for Disease Control and Prevention (CDC) continues to classify the immediate health risk posed by COVID-19 as low.

The CDC is urging all schools, businesses, and individuals to prepare for the possibility of an outbreak in the United States. Members of the UCB leadership team are currently planning for academic continuity of instruction in the event that the College would be closed. During an academic semester, there may need to be a modification of course assessment strategies, class attendance policies, and/or course delivery modes, as well as the need for emergency staffing. It is also important that each of us is prepared to continue our work remotely if we need to be away from the college for a period of time. There are some ways you can prepare for that possibility.

1. Make sure you know how to access SONIS remotely. If you do not know how, please let Jasjot know and they can assist.
2. Consider [building a simple Google Classroom](#) so that you have the option of conducting some of your classes online if necessary. If you set this up now, you can demonstrate it for your students while on campus. We are looking into setting up the full G Suite for Education, but need to do some additional work on our end. For now, you can explore Google Classroom by using a personal gmail address. Here are some resources that may be helpful:
 - a. Signing in to create a Classroom: <https://support.google.com/edu/classroom/answer/6072460?hl=en&co=GENIE.Platform=Desktop>
 - b. Creating a class: <https://support.google.com/edu/classroom/answer/6020273?hl=en&co=GENIE.Platform=Desktop>
 - c. General Overview: https://www.youtube.com/watch?v=V0_p0fhdsTo
3. Please stay home if you are not feeling well and consider relaxing your attendance policies during this time. While we all agree that regular class attendance is critical, it is not in anyone's best interest to force sick people to come to class. If you have a student in class who seems unwell, please encourage them to go home until they are well.
4. Check your email regularly for communications from the College and let us know if you have any questions arise.

Thank you for your assistance and support as we work together to keep the college and community safe.

With gratitude,
Michael

From: Michael Taylor
Sent: Friday, March 06, 2020 6:34 PM
Subject: Letter to the Community regarding the Coronavirus Disease (COVID-19)