

## **A Message from the President: UW Moves to Online Course Delivery for Rest of Spring Semester**

March 16, 2020

To the UW community:

Last Thursday, the University of Wyoming extended spring break for students by one week -- with classes resuming Monday, March 30. The goal is to allow our faculty to prepare to remotely teach their current spring 2020 face-to-face courses.

Today, the university is announcing that, for the remainder of the spring 2020 semester -- through the last day of classes on May 8:

### **1) Course Delivery**

- a) All undergraduate and graduate courses will be delivered online for the remainder of the spring 2020 semester.
- b) Faculty members will email students enrolled in their courses as soon as possible, but no later than 24 hours prior to the scheduled meeting time for their first class session after the extended spring break, sharing plans for course continuation and access to WyoCourses.
- c) The university will immediately administer an online survey for students to assess their limitations with, and accessibility to, technology. UW will contact any student upon request who identifies needs for accessibility tools so that students' learning needs are met.
- d) The Office of the Provost will communicate with faculty and teaching assistants to provide important details about the transition to alternative course delivery and available support resources.

### **2) Student Housing and Dining**

- a) All students are expected to complete their online courses regardless of location.
- b) Students who live in the residence halls should not return to campus after spring break.

Residence halls will remain open for select students who have no alternate housing options.

Students currently in the residence halls should make immediate plans to leave, if possible.

Residence Life will communicate with students to coordinate gathering of belongings.

c) National organizations are guiding fraternity and sorority residences. Students are encouraged to contact their chapter housing corporation team for guidance.

d) Dining facilities will remain open at a reduced capacity to accommodate those students who need to remain on campus.

### **3) Student Support**

a) Support services will remain open and available. Our campus resources are mobilizing to continue providing support remotely -- the Career Center and the University Counseling Center are two examples of these efforts.

b) Students continue to progress toward graduation. At this time, the university is planning for graduation ceremonies to occur.

### **4) Employees**

a) UW employees will continue to work. To further reduce transmission, the university is encouraging employees to work remotely, where appropriate. Employees should consult with their supervisor to develop a plan to work remotely, with approval from their vice president.

b) Employees who have or who are living with individuals who have chronic health conditions, are pregnant or are immunocompromised, should seriously consider working remotely, as agreed upon with their supervisor and with approval from the vice president. Human Resources will provide additional guidance on managing unique situations.

c) Vice presidents will ensure continuity of operations or alternative work duties, as needed.

### **5) Health Care**

- a) Student Health Service will remain open. Students who are experiencing fever, cough and shortness of breath are directed to call Student Health Service before visiting the clinic.
- b) Faculty and staff who experience these symptoms should call their health care providers.
- c) The UW Family Medicine Residency Centers and the University's Albany Community Health Clinic will remain open to serve the public.

## **6) Campus Events and Activities**

- a) Effective immediately, all university events are suspended until further notice.
- b) All athletic activities including competitions, team and individual practices, and meetings and other organized gatherings will be suspended until further notice.

## **7) Travel**

- a) The university is immediately suspending all institutionally sponsored travel through May 15, unless mission critical and approved by the division vice president.
- b) The university is discouraging booking of travel between May 16 and June 30; if you do have travel planned for this time, you do not have to cancel. The university will reassess in early May whether travel will be allowed or need to be canceled.
- c) Individuals returning from a country currently at a CDC Warning Level 3 status should stay away from campus, and self-monitor and self-isolate for 14 days following their return. Employees should coordinate with their vice president to facilitate working remotely if appropriate.

## **8) Research**

- a) The Office of Research and Economic Development is offering guidance and resources for the University of Wyoming research community to assist in the planning for potential impacts and ensuring research continuity during the COVID-19 outbreak.

This response plan seeks to allow the university to best address the larger public health needs of the university community, Albany County and the state of

Wyoming. We are invested in keeping our campus community members as healthy as possible.

To facilitate this response plan, further operational guidance will be provided immediately to vice presidents, who will communicate with their employees about implementation of the plan.

For further information, please visit the university's website at [www.uwyo.edu/coronavirus](http://www.uwyo.edu/coronavirus); call the COVID-19 command center at 766-COVID (2683); or email [COVID19@uwyo.edu](mailto:COVID19@uwyo.edu).

Neil Theobald, Acting President