# Coronavirus Information

* [Main UI Coronavirus website](https://radar-collector.its.uiowa.edu/r/tp2?u=https%3A%2F%2Fcoronavirus.uiowa.edu%2F&e=se&p=web&tv=no-js-0.1.0&aid=edu.uiowa.its.ais.dispatch&se_ca=email&se_ac=link-click&se_la=Main+UI+Coronavirus+website&se_pr=cb6a9aa1-2a7b-4845-a5b7-c0ae9e484770&cx=&uid=61283a685e334b50576b5736065ce3d2d29f89e6) with up-to-the-minute information, including [for staff](https://radar-collector.its.uiowa.edu/r/tp2?u=https%3A%2F%2Fcoronavirus.uiowa.edu%2Finformation-staff&e=se&p=web&tv=no-js-0.1.0&aid=edu.uiowa.its.ais.dispatch&se_ca=email&se_ac=link-click&se_la=for+staff&se_pr=cb6a9aa1-2a7b-4845-a5b7-c0ae9e484770&cx=&uid=61283a685e334b50576b5736065ce3d2d29f89e6)
* The Grad College has an update page: <https://www.grad.uiowa.edu/coronavirus> with specific information about defenses, theses, etc: <https://www.grad.uiowa.edu/coronavirus/faqs>

**For those of you with immediate concerns about exams (comp and/or final/defenses) scheduled during the COVID-19 precaution period (3/23-4/3), we can confirm two things at this time:**

1) The requirement to hold public defenses has been suspended for this period.  In fact, due to restrictions on group gatherings/meetings, **those events should simply be cancelled.**

2) The Graduate College will **permit any member of a comp or final exam to participate remotely, including students**, during the precaution period.  In fact, we are awaiting guidance on whether exams are considered an instructional activity, in which case they must be held remotely.  Stay tuned.  We want you to have this information to keep you apprised, but we do not have definitive clarity on how all exams should be handled yet.  We will know more soon.

# Teaching Sites and Information

Here are some general links to UI-created information:

* [Keep Teaching at Iowa site](https://radar-collector.its.uiowa.edu/r/tp2?u=https%3A%2F%2Fteach.uiowa.edu%2Fkeep-teaching-iowa&e=se&p=web&tv=no-js-0.1.0&aid=edu.uiowa.its.ais.dispatch&se_ca=email&se_ac=link-click&se_la=Keep+Teaching+at+Iowa+site&se_pr=cb6a9aa1-2a7b-4845-a5b7-c0ae9e484770&cx=&uid=61283a685e334b50576b5736065ce3d2d29f89e6) with support for instructors moving courses to virtual formats
* [Keep Learning at Iowa site](https://radar-collector.its.uiowa.edu/r/tp2?u=https%3A%2F%2Fteach.uiowa.edu%2Fkeep-learning-iowa&e=se&p=web&tv=no-js-0.1.0&aid=edu.uiowa.its.ais.dispatch&se_ca=email&se_ac=link-click&se_la=Keep+Learning+at+Iowa+site&se_pr=cb6a9aa1-2a7b-4845-a5b7-c0ae9e484770&cx=&uid=61283a685e334b50576b5736065ce3d2d29f89e6) with information for students on taking courses online
* [Working Remotely Guide](https://radar-collector.its.uiowa.edu/r/tp2?u=https%3A%2F%2Fits.uiowa.edu%2Fnode%2F118001&e=se&p=web&tv=no-js-0.1.0&aid=edu.uiowa.its.ais.dispatch&se_ca=email&se_ac=link-click&se_la=Working+Remotely+Guide&se_pr=cb6a9aa1-2a7b-4845-a5b7-c0ae9e484770&cx=&uid=61283a685e334b50576b5736065ce3d2d29f89e6) for employees working off-site
* [Employee Assistance Program](https://radar-collector.its.uiowa.edu/r/tp2?u=https%3A%2F%2Fhr.uiowa.edu%2Fwell-being%2Femployee-assistance-program&e=se&p=web&tv=no-js-0.1.0&aid=edu.uiowa.its.ais.dispatch&se_ca=email&se_ac=link-click&se_la=Employee+Assistance+Program&se_pr=cb6a9aa1-2a7b-4845-a5b7-c0ae9e484770&cx=&uid=61283a685e334b50576b5736065ce3d2d29f89e6) with services promoting emotional well-being for faculty, staff, and their family members
* [University Counseling Service](https://radar-collector.its.uiowa.edu/r/tp2?u=https%3A%2F%2Fcounseling.uiowa.edu%2F&e=se&p=web&tv=no-js-0.1.0&aid=edu.uiowa.its.ais.dispatch&se_ca=email&se_ac=link-click&se_la=University+Counseling+Service&se_pr=cb6a9aa1-2a7b-4845-a5b7-c0ae9e484770&cx=&uid=61283a685e334b50576b5736065ce3d2d29f89e6) with services supporting mental well-being for all UI community members
* **Virtual drop-in support: Monday-Friday, 10 am – 3 pm:** Distance and Online Education (DOE) will offer a Virtual Online Help Session daily, using Zoom, at [https://uiowa.zoom.us/u/abKjhGBuwY](https://radar-collector.its.uiowa.edu/r/tp2?u=https%3A%2F%2Fuiowa.zoom.us%2Fu%2FabKjhGBuwY&e=se&p=web&tv=no-js-0.1.0&aid=edu.uiowa.its.ais.dispatch&se_ca=email&se_ac=link-click&se_la=https%3A%2F%2Fuiowa.zoom.us%2Fu%2FabKjhGBuwY&se_pr=7af4890e-c566-498c-918e-4768d54e207f&cx=&uid=61283a685e334b50576b5736065ce3d2d29f89e6). An Instructional Designer will be the main contact in the Zoom room, but you may be redirected to a secondary support room if you need additional help.  
    
  Users will be admitted to the room in the order in which they logged in (first in, first out). Initial consultation sessions will have a duration of approximately 15 minutes. If further assistance is required, you will be directed to additional online resources and will be afforded an opportunity to schedule a time for a one-on-one consultation.  
    
  Please click on this link when you are ready to enter the waiting room: [https://uiowa.zoom.us/u/abKjhGBuwY](https://radar-collector.its.uiowa.edu/r/tp2?u=https%3A%2F%2Fuiowa.zoom.us%2Fu%2FabKjhGBuwY&e=se&p=web&tv=no-js-0.1.0&aid=edu.uiowa.its.ais.dispatch&se_ca=email&se_ac=link-click&se_la=https%3A%2F%2Fuiowa.zoom.us%2Fu%2FabKjhGBuwY&se_pr=7af4890e-c566-498c-918e-4768d54e207f&cx=&uid=61283a685e334b50576b5736065ce3d2d29f89e6)
* If you would like a departmental or small group session, please contact the ITS Help Desk ([its-helpdesk@uiowa.edu](https://radar-collector.its.uiowa.edu/r/tp2?u=https%3A%2F%2Fapps.its.uiowa.edu%2Fdispatch%2Fcommunications%2Fits-helpdesk%40uiowa.edu&e=se&p=web&tv=no-js-0.1.0&aid=edu.uiowa.its.ais.dispatch&se_ca=email&se_ac=link-click&se_la=its-helpdesk%40uiowa.edu&se_pr=7af4890e-c566-498c-918e-4768d54e207f&cx=&uid=61283a685e334b50576b5736065ce3d2d29f89e6)) so they can send your request to DOE to contact you.
* Please feel free to contact the ITS Help Desk to request a one-on-one session with either Distance and Online Education or the Office of Teaching, Learning, and Technology (includes Tech Help and Center for Teaching assistance). You may also join an open, walk-in study hall. Details: [https://teach.uiowa.edu/study-halls-and-workshops-supporting-virtual-instruction](https://radar-collector.its.uiowa.edu/r/tp2?u=https%3A%2F%2Fteach.uiowa.edu%2Fstudy-halls-and-workshops-supporting-virtual-instruction&e=se&p=web&tv=no-js-0.1.0&aid=edu.uiowa.its.ais.dispatch&se_ca=email&se_ac=link-click&se_la=https%3A%2F%2Fteach.uiowa.edu%2Fstudy-halls-and-workshops-supporting-virtual-instruction%26nbsp%3B&se_pr=7af4890e-c566-498c-918e-4768d54e207f&cx=&uid=61283a685e334b50576b5736065ce3d2d29f89e6)
* While you wait, feel free to watch this video by Beth Livingston, Tippie College of Business: [https://youtu.be/VpRsTtfBne4](https://radar-collector.its.uiowa.edu/r/tp2?u=https%3A%2F%2Fyoutu.be%2FVpRsTtfBne4&e=se&p=web&tv=no-js-0.1.0&aid=edu.uiowa.its.ais.dispatch&se_ca=email&se_ac=link-click&se_la=https%3A%2F%2Fyoutu.be%2FVpRsTtfBne4&se_pr=7af4890e-c566-498c-918e-4768d54e207f&cx=&uid=61283a685e334b50576b5736065ce3d2d29f89e6)

**Online Help Sessions**

Distance and Online Education (DOE), with support from the Office of Teaching, Learning & Technology (OTLT), will offer **online help sessions Monday through Friday, from 10 a.m. to 3 p.m**. An instructional designer will be the primary contact, but you may be redirected to a secondary support person, if needed.

**These virtual support sessions will replace the OTLT in-person study halls that were previously scheduled.**

Due to the drop-in nature of this Zoom consultation time, you may be directed to a waiting room when logging in.

Assistance will be provided in 15-minute increments. If you need further assistance, you will be directed to additional resources and/or set up a time to work one on one with a consultant.

**To enter the waiting room, visit**[**uiowa.zoom.us/j/878714719**](https://radar-collector.its.uiowa.edu/r/tp2?u=http%3A%2F%2Fuiowa.zoom.us%2Fj%2F878714719&e=se&p=web&tv=no-js-0.1.0&aid=edu.uiowa.its.ais.dispatch&se_ca=email&se_ac=link-click&se_la=%3Cspan+class%3D%22normaltextrun%22%3E%3Cstrong%3E%3Cspan+style%3D%22font-size%3A+12.0pt%3B+font-family%3A+%27Calibri%27%2Csans-serif%3B+color%3A+%23337ab7%3B%22%3Euiowa.zoom.us%2Fj%2F878714719%3C%2Fspan%3E%3C%2Fstrong%3E%3C%2Fspan%3E&se_pr=68c87c62-e9b5-4114-a851-8fcc46b2ddd7&cx=eyJzY2hlbWEiOiJpZ2x1OmNvbS5zbm93cGxvd2FuYWx5dGljcy5zbm93cGxvdy9jb250ZXh0cy9qc29uc2NoZW1hLzEtMC0wIiwiZGF0YSI6W3sic2NoZW1hIjoiaWdsdTplZHUudWlvd2EuaXRzL2Rpc3BhdGNoX21lc3NhZ2UvanNvbnNjaGVtYS8xLTAtMCIsImRhdGEiOnsic3ViamVjdCI6IkRPRSBhbmQgT1RMVCB0byBPZmZlciBWaXJ0dWFsIEluc3RydWN0aW9uYWwgU3VwcG9ydCAgIiwiZnJvbUFkZHJlc3MiOiJ0ZWFjaGluZ0B1aW93YS5lZHUiLCJiYXRjaElkIjoiNzU2ODk5MzY5Iiwic2VudCI6IjAzLzEzLzIwMjAgMTc6MTU6MjMiLCJtZW1iZXJJZCI6IjY4Yzg3YzYyLWU5YjUtNDExNC1hODUxLThmY2M0NmIyZGRkNyJ9fV19&uid=61283a685e334b50576b5736065ce3d2d29f89e6)**from 10 a.m. to 3 p.m., Monday through Friday.**

To request assistance, you can also complete a Qualtrics form at [uiowa.qualtrics.com/jfe/form/SV\_6lFYVVAg7RXikOV](https://radar-collector.its.uiowa.edu/r/tp2?u=http%3A%2F%2Fuiowa.qualtrics.com%2Fjfe%2Fform%2FSV_6lFYVVAg7RXikOV&e=se&p=web&tv=no-js-0.1.0&aid=edu.uiowa.its.ais.dispatch&se_ca=email&se_ac=link-click&se_la=%3Cspan+class%3D%22normaltextrun%22%3E%3Cspan+style%3D%22font-size%3A+12.0pt%3B+font-family%3A+%27Calibri%27%2Csans-serif%3B+color%3A+%23337ab7%3B%22%3Euiowa.qualtrics.com%2Fjfe%2Fform%2FSV_6lFYVVAg7RXikOV%3C%2Fspan%3E%3C%2Fspan%3E&se_pr=68c87c62-e9b5-4114-a851-8fcc46b2ddd7&cx=eyJzY2hlbWEiOiJpZ2x1OmNvbS5zbm93cGxvd2FuYWx5dGljcy5zbm93cGxvdy9jb250ZXh0cy9qc29uc2NoZW1hLzEtMC0wIiwiZGF0YSI6W3sic2NoZW1hIjoiaWdsdTplZHUudWlvd2EuaXRzL2Rpc3BhdGNoX21lc3NhZ2UvanNvbnNjaGVtYS8xLTAtMCIsImRhdGEiOnsic3ViamVjdCI6IkRPRSBhbmQgT1RMVCB0byBPZmZlciBWaXJ0dWFsIEluc3RydWN0aW9uYWwgU3VwcG9ydCAgIiwiZnJvbUFkZHJlc3MiOiJ0ZWFjaGluZ0B1aW93YS5lZHUiLCJiYXRjaElkIjoiNzU2ODk5MzY5Iiwic2VudCI6IjAzLzEzLzIwMjAgMTc6MTU6MjMiLCJtZW1iZXJJZCI6IjY4Yzg3YzYyLWU5YjUtNDExNC1hODUxLThmY2M0NmIyZGRkNyJ9fV19&uid=61283a685e334b50576b5736065ce3d2d29f89e6).

# List of Other Announcements, Compiled

Dear Faculty, Staff, and Graduate Assistants:

Thank you for your continued creativity and flexibility during this unprecedented time on campus. I am writing to inform you about opportunities to learn from experts who will be able to provide assistance as you move courses online.

* **Virtual drop-in support: Monday-Friday, 10 am – 3 pm:** Distance and Online Education (DOE) will offer a Virtual Online Help Session daily, using Zoom, at [https://uiowa.zoom.us/u/abKjhGBuwY](https://radar-collector.its.uiowa.edu/r/tp2?u=https%3A%2F%2Fuiowa.zoom.us%2Fu%2FabKjhGBuwY&e=se&p=web&tv=no-js-0.1.0&aid=edu.uiowa.its.ais.dispatch&se_ca=email&se_ac=link-click&se_la=https%3A%2F%2Fuiowa.zoom.us%2Fu%2FabKjhGBuwY&se_pr=7af4890e-c566-498c-918e-4768d54e207f&cx=&uid=61283a685e334b50576b5736065ce3d2d29f89e6). An Instructional Designer will be the main contact in the Zoom room, but you may be redirected to a secondary support room if you need additional help.  
    
  Users will be admitted to the room in the order in which they logged in (first in, first out). Initial consultation sessions will have a duration of approximately 15 minutes. If further assistance is required, you will be directed to additional online resources and will be afforded an opportunity to schedule a time for a one-on-one consultation.  
    
  Please click on this link when you are ready to enter the waiting room: [https://uiowa.zoom.us/u/abKjhGBuwY](https://radar-collector.its.uiowa.edu/r/tp2?u=https%3A%2F%2Fuiowa.zoom.us%2Fu%2FabKjhGBuwY&e=se&p=web&tv=no-js-0.1.0&aid=edu.uiowa.its.ais.dispatch&se_ca=email&se_ac=link-click&se_la=https%3A%2F%2Fuiowa.zoom.us%2Fu%2FabKjhGBuwY&se_pr=7af4890e-c566-498c-918e-4768d54e207f&cx=&uid=61283a685e334b50576b5736065ce3d2d29f89e6)
* If you would like a departmental or small group session, please contact the ITS Help Desk ([its-helpdesk@uiowa.edu](https://radar-collector.its.uiowa.edu/r/tp2?u=https%3A%2F%2Fapps.its.uiowa.edu%2Fdispatch%2Fcommunications%2Fits-helpdesk%40uiowa.edu&e=se&p=web&tv=no-js-0.1.0&aid=edu.uiowa.its.ais.dispatch&se_ca=email&se_ac=link-click&se_la=its-helpdesk%40uiowa.edu&se_pr=7af4890e-c566-498c-918e-4768d54e207f&cx=&uid=61283a685e334b50576b5736065ce3d2d29f89e6)) so they can send your request to DOE to contact you.
* Please feel free to contact the ITS Help Desk to request a one-on-one session with either Distance and Online Education or the Office of Teaching, Learning, and Technology (includes Tech Help and Center for Teaching assistance). You may also join an open, walk-in study hall. Details: [https://teach.uiowa.edu/study-halls-and-workshops-supporting-virtual-instruction](https://radar-collector.its.uiowa.edu/r/tp2?u=https%3A%2F%2Fteach.uiowa.edu%2Fstudy-halls-and-workshops-supporting-virtual-instruction&e=se&p=web&tv=no-js-0.1.0&aid=edu.uiowa.its.ais.dispatch&se_ca=email&se_ac=link-click&se_la=https%3A%2F%2Fteach.uiowa.edu%2Fstudy-halls-and-workshops-supporting-virtual-instruction%26nbsp%3B&se_pr=7af4890e-c566-498c-918e-4768d54e207f&cx=&uid=61283a685e334b50576b5736065ce3d2d29f89e6)
* While you wait, feel free to watch this video by Beth Livingston, Tippie College of Business: [https://youtu.be/VpRsTtfBne4](https://radar-collector.its.uiowa.edu/r/tp2?u=https%3A%2F%2Fyoutu.be%2FVpRsTtfBne4&e=se&p=web&tv=no-js-0.1.0&aid=edu.uiowa.its.ais.dispatch&se_ca=email&se_ac=link-click&se_la=https%3A%2F%2Fyoutu.be%2FVpRsTtfBne4&se_pr=7af4890e-c566-498c-918e-4768d54e207f&cx=&uid=61283a685e334b50576b5736065ce3d2d29f89e6)

Again, please be creative and innovative in delivering your course content online.

We would like to hear about any tips, best practices, and shortcuts you [might wish to share with the CLAS community](mailto:clas-strategic-communications@uiowa.edu).

Thank you.

Marc Armstrong  
Associate Dean for Research and Infrastructure  
Collegiate Fellow and Professor of Geography  
College of Liberal Arts and Sciences

**Registrar’s Office**

|  |
| --- |
| **Coronavirus-Related Course Changes** |
| We know you’re all working hard to adjust courses for spring. As your department considers course adjustments, please keep the Office of the Registrar updated on plans for impacted courses. The Associate Provost wishes to track **all** coronavirus-related changes to student registration, cancellation of sections, and students dropping one course and then adding another, as these are examples of actions that could impact student tuition, receipt of a “W”, full-time status, and so on.  Prior to sending any correspondence to students about course cancellations or changes, please consult the Office of the Registrar by emailing [reg-maui-support@uiowa.edu](mailto:reg-maui-support@uiowa.edu). If you have already made changes to any of your courses or reached out to students to ask them to drop courses and you have not already been in contact with our office, please send us that information now.  We appreciate the work you’re doing for the students and we will address your inquiries as quickly as we can. |

# Community Events/Travel/Busses/Rec Services/Libraries

Dear members of the UI community,

Following this week’s announcement that the University of Iowa is moving to virtual instruction beginning March 23, 2020, through at least April 3, 2020, we wanted to share additional information related to events and services on campus as well as an update on travel. You will also find the latest information at [coronavirus.uiowa.edu](https://radar-collector.its.uiowa.edu/r/tp2?u=https%3A%2F%2Fcoronavirus.uiowa.edu%2F&e=se&p=web&tv=no-js-0.1.0&aid=edu.uiowa.its.ais.dispatch&se_ca=email&se_ac=link-click&se_la=coronavirus.uiowa.edu&se_pr=68e8b8c1-ec22-4988-998f-00d25754df41&cx=&uid=61283a685e334b50576b5736065ce3d2d29f89e6).

### **EVENTS**

In order to proactively protect the health and safety of its community, **the University of Iowa is canceling all non-essential face-to-face meetings and events, effective Monday, March 16, 2020, through at least Friday, April 3, 2020.**

All essential meetings or events will be limited to 20 in-person attendees or offered through a virtual format. Any exceptions must be approved by the UI vice president for the appropriate unit. Requests should be submitted by emailing [ui-coronavirusquestions@uiowa.edu](mailto:ui-coronavirusquestions@uiowa.edu). Using virtual options such as Skype, Zoom, or conference calls is recommended whenever possible.

All non-essential meetings and events that already are scheduled should be canceled, rescheduled, or offered virtually (Skype, Zoom, etc.) No new non-essential meetings or events should be scheduled until further notice.

Groups with events scheduled after Friday, April 3, are urged to begin considering alternative plans in case events further into the future will need to be canceled or postponed.

Other specific events you may have questions about:

* The university will make a decision about Commencement ceremonies soon. We recognize the importance of making this decision in a timely manner.
* The [Big Ten Conference announced](https://radar-collector.its.uiowa.edu/r/tp2?u=https%3A%2F%2Fhawkeyesports.com%2Fnews%2F2020%2F3%2F12%2Fbaseball-big-ten-conference-cancels-all-competition-through-end-of-academic-year.aspx&e=se&p=web&tv=no-js-0.1.0&aid=edu.uiowa.its.ais.dispatch&se_ca=email&se_ac=link-click&se_la=Big+Ten+Conference+announced&se_pr=68e8b8c1-ec22-4988-998f-00d25754df41&cx=&uid=61283a685e334b50576b5736065ce3d2d29f89e6) that all conference and non-conference competitions will be canceled through the end of the academic year, including spring sports that compete beyond the academic year, and participation in all NCAA tournaments and competitions. We are disappointed for our student-athletes, but the university fully supports the actions taken by the Big Ten Conference, knowing that health, safety, and wellness is the top priority.

### **SERVICES**

**RECREATIONAL SERVICES:** To protect the health and well-being of our community**, the following indoor Recreational Services facilities will close on Monday, March 16 through Friday, April 3:**

* The Campus Recreation and Wellness Center (CRWC)
* The Field House (FH)
* The Hawkeye Tennis & Recreation Complex (HTRC) which includes the Outdoor Rental Center (ORC)
* Fitness East in Halsey Hall (FE)
* Administrative and academic offices will remain open according to regular schedules

We recognize this is an inconvenience for both our campus community as well as the surrounding community. But our primary focus is the health and safety of our members, and practicing appropriate social distance is difficult at recreational facilities.

For more information on changes to Recreational Services’ programs, services, impacted facilities, and hours, visit [https://recserv.uiowa.edu/covid-19-special-announcement](https://radar-collector.its.uiowa.edu/r/tp2?u=https%3A%2F%2Frecserv.uiowa.edu%2Fcovid-19-special-announcement&e=se&p=web&tv=no-js-0.1.0&aid=edu.uiowa.its.ais.dispatch&se_ca=email&se_ac=link-click&se_la=https%3A%2F%2Frecserv.uiowa.edu%2Fcovid-19-special-announcement&se_pr=68e8b8c1-ec22-4988-998f-00d25754df41&cx=&uid=61283a685e334b50576b5736065ce3d2d29f89e6).

**CAMBUS:** CAMBUS service will continue to operate during the virtual instruction period. For the latest service updates, please see the [service alerts page](https://radar-collector.its.uiowa.edu/r/tp2?u=https%3A%2F%2Ftransportation.uiowa.edu%2Falerts&e=se&p=web&tv=no-js-0.1.0&aid=edu.uiowa.its.ais.dispatch&se_ca=email&se_ac=link-click&se_la=service+alerts+page%26nbsp%3B&se_pr=68e8b8c1-ec22-4988-998f-00d25754df41&cx=&uid=61283a685e334b50576b5736065ce3d2d29f89e6)on the CAMBUS website. Riders are strongly encouraged to use the mobile app, [Transit](https://radar-collector.its.uiowa.edu/r/tp2?u=https%3A%2F%2Ftransportation.uiowa.edu%2Ftransit&e=se&p=web&tv=no-js-0.1.0&aid=edu.uiowa.its.ais.dispatch&se_ca=email&se_ac=link-click&se_la=Transit&se_pr=68e8b8c1-ec22-4988-998f-00d25754df41&cx=&uid=61283a685e334b50576b5736065ce3d2d29f89e6), for live tracking and departure predictions.

**UI LIBRARIES:** As some of the most highly utilized public spaces on campus, the libraries are a hub for the campus community to meet, study, and access research materials. The university’s goal is to maintain operations as much as possible while mitigating the risk to users. Libraries will remain open, although hours may vary from normal operations. For updated library hours, visit [https://www.lib.uiowa.edu/hours/](https://radar-collector.its.uiowa.edu/r/tp2?u=https%3A%2F%2Fwww.lib.uiowa.edu%2Fhours%2F&e=se&p=web&tv=no-js-0.1.0&aid=edu.uiowa.its.ais.dispatch&se_ca=email&se_ac=link-click&se_la=https%3A%2F%2Fwww.lib.uiowa.edu%2Fhours%2F&se_pr=68e8b8c1-ec22-4988-998f-00d25754df41&cx=&uid=61283a685e334b50576b5736065ce3d2d29f89e6).

Users are encouraged to access library resources through remote services whenever possible. For information on remote access to library resources, visit [http://www.lib.uiowa.edu/alerts/coronavirus/#remote](https://radar-collector.its.uiowa.edu/r/tp2?u=http%3A%2F%2Fwww.lib.uiowa.edu%2Falerts%2Fcoronavirus%2F%23remote&e=se&p=web&tv=no-js-0.1.0&aid=edu.uiowa.its.ais.dispatch&se_ca=email&se_ac=link-click&se_la=http%3A%2F%2Fwww.lib.uiowa.edu%2Falerts%2Fcoronavirus%2F%23remote&se_pr=68e8b8c1-ec22-4988-998f-00d25754df41&cx=&uid=61283a685e334b50576b5736065ce3d2d29f89e6)

### **TRAVEL**

The CDC has now [raised the risk assessment for much of Europe](https://radar-collector.its.uiowa.edu/r/tp2?u=https%3A%2F%2Fwwwnc.cdc.gov%2Ftravel%2Fnotices%2Fwarning%2Fcoronavirus-europe&e=se&p=web&tv=no-js-0.1.0&aid=edu.uiowa.its.ais.dispatch&se_ca=email&se_ac=link-click&se_la=raised+the+risk+assessment+for+much+of+Europe&se_pr=68e8b8c1-ec22-4988-998f-00d25754df41&cx=&uid=61283a685e334b50576b5736065ce3d2d29f89e6) (all Schengen countries) to a CDC level 3 travel warning, and the university recalled all students studying abroad in these countries on Thursday, March 12. The university also has asked these students to self-isolate for 14 days upon their return in alignment with [CDC guidelines.](https://radar-collector.its.uiowa.edu/r/tp2?u=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Ftravelers%2Fafter-travel-precautions.html&e=se&p=web&tv=no-js-0.1.0&aid=edu.uiowa.its.ais.dispatch&se_ca=email&se_ac=link-click&se_la=CDC+guidelines.&se_pr=68e8b8c1-ec22-4988-998f-00d25754df41&cx=&uid=61283a685e334b50576b5736065ce3d2d29f89e6)

We continue to encourage members of the UI community to strongly consider deferring personal, non-essential international travel during spring break and in the weeks ahead.

The Board of Regents has also issued a rolling 30-day suspension of university-sponsored international travel effective March 5, and will make a decision weekly whether to extend the suspension.

**All UI Health Care work-related domestic and international travel is suspended until further notice.**

The university is taking these steps to help reduce the spread of COVID-19 and limit exposure to our community. We recognize the news surrounding coronavirus and changes the university is implementing as a result may cause increased anxiety. The university has resources available to support and assist you. To speak with someone, please contact:

* University Counseling Service (319-335-7294)
* Student Care and Assistance (319-335-1162)
* UI Employee Assistance Program (319-335-2085) or eaphelp@uiowa.edu
* Johnson County Crisis Center (319-351-0140)

Please take care of yourselves and one another in the coming weeks.

Sincerely,

**Rod Lehnertz,** senior vice president for finance and operations

**Kevin Kregel,** executive vice provost and senior associate provost for faculty

# HR Guidelines

**Dear CLAS P&S Staff, Bi-Weekly Student Employees, Graduate Assistants, and Merit Staff:**

University of Iowa leadership announced on March 11 that the university will move to virtual instruction beginning March 23. That message is [posted here](https://radar-collector.its.uiowa.edu/r/tp2?u=https%3A%2F%2Fcoronavirus.uiowa.edu%2Fnews%2F2020%2F03%2Fmessage-ui-community-ui-moving-virtual-instruction-beginning-march-23&e=se&p=web&tv=no-js-0.1.0&aid=edu.uiowa.its.ais.dispatch&se_ca=email&se_ac=link-click&se_la=posted+here&se_pr=cb6a9aa1-2a7b-4845-a5b7-c0ae9e484770&cx=&uid=61283a685e334b50576b5736065ce3d2d29f89e6).

We know you may have questions about how your work will be affected, so we are sending this message to communicate CLAS and UI guidelines for P&S Staff, Merit, undergraduate (bi-weekly) student employees, and graduate assistants outside of UI Health Care. We encourage you to talk regularly with your supervisor about your particular situations. In addition, please feel free to contact your [CLAS Human Resources representative](https://radar-collector.its.uiowa.edu/r/tp2?u=https%3A%2F%2Fclas.uiowa.edu%2Fhuman-resources%2Fcontact-us&e=se&p=web&tv=no-js-0.1.0&aid=edu.uiowa.its.ais.dispatch&se_ca=email&se_ac=link-click&se_la=CLAS+Human+Resources+representative&se_pr=cb6a9aa1-2a7b-4845-a5b7-c0ae9e484770&cx=&uid=61283a685e334b50576b5736065ce3d2d29f89e6).

## HR Guidelines

#### Information for Professional and Scientific Employees

In anticipation of classes being held virtually, we ask that professional and scientific staff please consider the following guidelines for continuing regular university operations as much as possible.

Staff should make reasonable efforts to continue working according to their regular schedule.

If a staff member wishes to be away from the workplace in the interest of their personal health and safety or due to other personal circumstances (such as schools/childcare closures), they should consult with their direct supervisor to discuss options, which include requesting permission to work remotely and requesting time off using available vacation accruals. Supervisors are expected to be flexible in allowing remote work and approving vacation requests when possible without disrupting business operations.

If a staff member is ill or needs to care for an ill family member, they should follow regular procedures for reporting their absences and utilize available paid leave accruals (sick leave, vacation leave, comp time, etc.) following regular university policy.

If a staff member believes they have been exposed to COVID-19, or show signs or symptoms consistent with COVID-19, the employee should follow [public health guidelines](https://radar-collector.its.uiowa.edu/r/tp2?u=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fsteps-when-sick.html&e=se&p=web&tv=no-js-0.1.0&aid=edu.uiowa.its.ais.dispatch&se_ca=email&se_ac=link-click&se_la=public+health+guidelines&se_pr=cb6a9aa1-2a7b-4845-a5b7-c0ae9e484770&cx=&uid=61283a685e334b50576b5736065ce3d2d29f89e6) for staying home, and they should report their absences according to regular procedures. Absences of more than three consecutive, full calendar days due to an employee’s illness or to care for an ill family member should be reported to UI Faculty and Staff Disability Services to evaluate eligibility for FMLA leave.

#### Information for Bi-Weekly Undergraduate Student Employees

In anticipation of classes being held virtually, we ask that student employees please consider the following guidelines for continuing regular university operations as much as possible.

Student employees on a bi-weekly pay schedule should contact their supervisor as soon as possible to provide their availability, determine whether they are needed to work if they are available, and discuss options for working remotely if appropriate.

If students choose to stay away from campus for their own personal health and safety, they will retain their campus employment when they return to campus. We ask that they inform their supervisor about their plans to return to campus as the situation evolves and they make those decisions.

#### Information for Graduate Assistants

In anticipation of classes being held virtually, we ask that graduate assistants please consider the following guidelines for continuing regular university operations as much as possible.

Graduate assistants should make reasonable efforts to work according to their regular schedule and contact their supervisor to discuss their situation and alternatives if necessary.

It is expected that some work, especially teaching and teaching-support activities, may be completed remotely while courses are being delivered virtually. Supervisors are expected to be flexible in allowing remote work arrangements whenever feasible, understanding that many students may not be physically on campus during this time. If remote work is not appropriate, paid leave is available according to the terms of the [graduate assistant employment agreement](https://radar-collector.its.uiowa.edu/r/tp2?u=https%3A%2F%2Fwww.grad.uiowa.edu%2Fgraduate-assistant-employment&e=se&p=web&tv=no-js-0.1.0&aid=edu.uiowa.its.ais.dispatch&se_ca=email&se_ac=link-click&se_la=graduate+assistant+employment+agreement&se_pr=cb6a9aa1-2a7b-4845-a5b7-c0ae9e484770&cx=&uid=61283a685e334b50576b5736065ce3d2d29f89e6).

#### Information for Merit Employees

In anticipation of classes being held virtually, we ask that staff please consider the following guidelines for continuing regular university operations as much as possible.

Staff should make reasonable efforts to report to work according to their regular schedule.

If a staff member wishes to be away from the workplace in the interest of their personal health and safety or due to other personal circumstances (such as schools/childcare closures), they should work with their direct supervisor to discuss options, which may include remote work under appropriate circumstances and requesting time off using available vacation accruals or comp time. Supervisors are expected to be flexible in approving such requests when possible without disrupting business needs.

If a staff member is ill or needs to care for an ill family member, they should follow regular procedures for reporting their absences and utilize available paid leave accruals (sick leave, vacation leave, comp time, etc.) following regular university policy.

If a staff member believes they have been exposed to COVID-19, or show signs or symptoms consistent with COVID-19, the employee should follow [public health guidelines](https://radar-collector.its.uiowa.edu/r/tp2?u=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fsteps-when-sick.html&e=se&p=web&tv=no-js-0.1.0&aid=edu.uiowa.its.ais.dispatch&se_ca=email&se_ac=link-click&se_la=public+health+guidelines&se_pr=cb6a9aa1-2a7b-4845-a5b7-c0ae9e484770&cx=&uid=61283a685e334b50576b5736065ce3d2d29f89e6) for staying home, and they should report their absences according to regular procedures. Absences of more than three consecutive, full calendar days due to an employee’s illness or to care for an ill family member should be reported to UI Faculty and Staff Disability Services to evaluate eligibility for FMLA leave.

Here are some general links to UI-created information:

* [Main UI Coronavirus website](https://radar-collector.its.uiowa.edu/r/tp2?u=https%3A%2F%2Fcoronavirus.uiowa.edu%2F&e=se&p=web&tv=no-js-0.1.0&aid=edu.uiowa.its.ais.dispatch&se_ca=email&se_ac=link-click&se_la=Main+UI+Coronavirus+website&se_pr=cb6a9aa1-2a7b-4845-a5b7-c0ae9e484770&cx=&uid=61283a685e334b50576b5736065ce3d2d29f89e6) with up-to-the-minute information, including [for staff](https://radar-collector.its.uiowa.edu/r/tp2?u=https%3A%2F%2Fcoronavirus.uiowa.edu%2Finformation-staff&e=se&p=web&tv=no-js-0.1.0&aid=edu.uiowa.its.ais.dispatch&se_ca=email&se_ac=link-click&se_la=for+staff&se_pr=cb6a9aa1-2a7b-4845-a5b7-c0ae9e484770&cx=&uid=61283a685e334b50576b5736065ce3d2d29f89e6)
* [Keep Teaching at Iowa site](https://radar-collector.its.uiowa.edu/r/tp2?u=https%3A%2F%2Fteach.uiowa.edu%2Fkeep-teaching-iowa&e=se&p=web&tv=no-js-0.1.0&aid=edu.uiowa.its.ais.dispatch&se_ca=email&se_ac=link-click&se_la=Keep+Teaching+at+Iowa+site&se_pr=cb6a9aa1-2a7b-4845-a5b7-c0ae9e484770&cx=&uid=61283a685e334b50576b5736065ce3d2d29f89e6) with support for instructors moving courses to virtual formats
* [Keep Learning at Iowa site](https://radar-collector.its.uiowa.edu/r/tp2?u=https%3A%2F%2Fteach.uiowa.edu%2Fkeep-learning-iowa&e=se&p=web&tv=no-js-0.1.0&aid=edu.uiowa.its.ais.dispatch&se_ca=email&se_ac=link-click&se_la=Keep+Learning+at+Iowa+site&se_pr=cb6a9aa1-2a7b-4845-a5b7-c0ae9e484770&cx=&uid=61283a685e334b50576b5736065ce3d2d29f89e6) with information for students on taking courses online
* [Working Remotely Guide](https://radar-collector.its.uiowa.edu/r/tp2?u=https%3A%2F%2Fits.uiowa.edu%2Fnode%2F118001&e=se&p=web&tv=no-js-0.1.0&aid=edu.uiowa.its.ais.dispatch&se_ca=email&se_ac=link-click&se_la=Working+Remotely+Guide&se_pr=cb6a9aa1-2a7b-4845-a5b7-c0ae9e484770&cx=&uid=61283a685e334b50576b5736065ce3d2d29f89e6) for employees working off-site
* [Employee Assistance Program](https://radar-collector.its.uiowa.edu/r/tp2?u=https%3A%2F%2Fhr.uiowa.edu%2Fwell-being%2Femployee-assistance-program&e=se&p=web&tv=no-js-0.1.0&aid=edu.uiowa.its.ais.dispatch&se_ca=email&se_ac=link-click&se_la=Employee+Assistance+Program&se_pr=cb6a9aa1-2a7b-4845-a5b7-c0ae9e484770&cx=&uid=61283a685e334b50576b5736065ce3d2d29f89e6) with services promoting emotional well-being for faculty, staff, and their family members
* [University Counseling Service](https://radar-collector.its.uiowa.edu/r/tp2?u=https%3A%2F%2Fcounseling.uiowa.edu%2F&e=se&p=web&tv=no-js-0.1.0&aid=edu.uiowa.its.ais.dispatch&se_ca=email&se_ac=link-click&se_la=University+Counseling+Service&se_pr=cb6a9aa1-2a7b-4845-a5b7-c0ae9e484770&cx=&uid=61283a685e334b50576b5736065ce3d2d29f89e6) with services supporting mental well-being for all UI community members

**Thanks again for your commitment and flexibility.**CLAS and the UI deeply appreciate the hard work you do in service of our mission every day, as well as your flexibility during this rapidly evolving and unprecedented time.

Christina Berthel  
Senior Human Resources Director  
College of Liberal Arts and Sciences