Departmental Response to COVID-19 3/13/2020

Please read through the information below completely for important reminders and updates to the Department of Family and Preventive Medicine response to the outbreak of COVID-19.

3/13/2020 Updates

TRAVEL

Business travel. Effective immediately, all business-related travel occurring before April 30, 2020 is to be canceled. Please contact University Travel with any questions or concerns about arrangements. For travel after April 30, 2020, it is strongly recommended that travel is booked through the university travel agent with refundable ticket or cancelation insurance in the event that travel restriction applies beyond 4/30/2020.

Personal travel. All personal air travel is strongly discouraged. If you do travel at this time, all trips are to be registered with Jocelyn Romano.

Be especially cautious traveling to places where COVID-19 is present in the population. All personal international travel should be reported, as well as domestic travel outside of the state borders. A map from John Hopkins University shows information about current hotspots of COVID-19 outbreak that may help you as you plan your travel. Be aware, however, that the situation is changing daily.

If you travel outside the state, or believe you have encountered the COVID-19 virus, you must contact the Work Wellness Center at 801/581-2227 to be assessed. The Work Wellness Center will provide instruction on if you may return to work, require isolation (quarantine) at home and symptom monitoring (usually for 14 days), or require referral to urgent care.

The University does not provide reimbursement for any expenses related to personal travel.

EVENTS

Consistent with guidance from the University of Utah leadership, all university-sponsored events with more than 100 attendees scheduled between now and April 30, 2020 need to be canceled or postponed. Additionally, events with less than 100 attendees, but with non-employee or student attendance, need to be canceled or postponed. Meetings should preferably be limited to 25 attendees or less. If you have questions regarding if a upcoming event should be canceled, please contact Dr. Okuyemi.

Below is information from President Watkins earlier this week:

All large university-sponsored meetings or gatherings should be postponed or cancelled, starting immediately and continuing through Wednesday, April 29. In making these decisions, please consider whether your meeting is mission critical. If not, please reschedule for later in the year, or consider ways to communicate through telephone or videoconferencing. The university remains open and operational as we do all we can to limit exposure to this highly contagious virus.

No decision has been made about 2020 Commencement, scheduled for April 30. The administration is reviewing options, including a remote video feed of speeches, conferral of the Honorary Degree and Distinguished Professor Awards. We will keep each member of the campus community informed every step of the way through email alerts and the university’s COVID-19 website.
**TEACHING**
All learner interactions that can possibly be moved to a remote platform, should do so as soon as possible.

Large-group setting interactions such as Grand Rounds, Journal Clubs, Quality Meetings should be canceled, or moved to a remote platform.

Below is information from President Watkins earlier this week:

**Classes Cancelled on March 16 & 17**
**Online learning only through end of semester**
The University of Utah will shift to all-online instruction beginning March 18 for the rest of spring semester. Classes are cancelled Monday and Tuesday, March 16 and 17, allowing faculty and staff time to prepare the transition to online coursework. In these extraordinary circumstances, faculty are encouraged to simplify coursework as much as possible, be available for online consultation with students, and develop digital or take-home exams. Faculty, for guidance on how to move your class online, visit the [TLT website](http://tlt.utah.edu). Faculty members with questions not answered by the website can request support by emailing [classhelp@utah.edu](mailto:classhelp@utah.edu). The Faculty Center will remain open this weekend, March 14 and 15, to help instructors prepare online offerings. Check Canvas for more information. Beginning Wednesday, March 18, students will be able to access recorded lectures, homework assignments, and engage in video consultations with their instructors. Online-only instruction will continue through the end of the semester, including finals. Requests for exceptions to online instruction should be rare and should come from individual college deans to the Senior Vice President for Academic Affairs for review, subject to accreditation requirements. University testing centers and ProctorU are currently reviewing ways to complete class finals. More information will be forthcoming.

**WORK**
Divisions and units leaders should evaluate what work can be done remotely—either on a part-time or full-time basis. Division Chiefs should bring difficulties regarding remote access for their staff and programs to [Holly Bynum](mailto:holly.bynum@utah.edu).

Employees should not be required or encouraged to work in the buildings during this time of restriction, except for those tasks which cannot reasonably be performed remotely. As most of our employees are working remotely, we will be moving all doors to badge-access only during business hours and will remove students’ badge access.

We appreciate your patience and care as we work through this extraordinary situation. We remain confident that with these common-sense measures, the impact of this public health crisis will remain at a manageable level for our employees, students, and communities.

For more information, please see the excellent resources from the University and the CDC.


[https://pulse.utah.edu/program/covid/Pages/Home.aspx](https://pulse.utah.edu/program/covid/Pages/Home.aspx)