



## MEMORANDUM

To: All Faculty

From: Kenneth G. Furton, Provost and Executive Vice President  
Joerg Reinhold, Faculty Senate Chair

Date: March 2, 2020

Subject: COVID-19 University Response  
Flexibility with Academic Assignments/Online teaching preparedness

Welcome back from spring break 2020. As you are undoubtedly aware, there is concern in the university community about the spread of coronavirus. There are now two confirmed cases in Florida and with the Centers for Disease Control decision this weekend to expand testing, we expect additional cases will be identified in the coming days.

There are no suspected cases in the FIU community. FIU is fully operational and we will continue to operate as usual until circumstances dictate otherwise.

We have created a [dedicated website](#) where you can find the latest updates regarding university decisions surrounding this issue, as well as expert advice and links to other sources of information. Please visit regularly and share with your students.

We ask that you be vigilant and take the necessary [Non-Pharmaceutical Interventions \(NPI\)](#) as recommended by the Centers for Disease Control and Prevention (CDC), to protect both yourselves and your students. These include frequent hand washing and keeping a distance of more than six feet from anyone who is showing signs of respiratory illness.

As leaders in our community, our students look to you to stay calm, be informed, plan ahead and show compassion. This is a great time to focus on two areas: Working with our students who need to quarantine and being prepared should you need to finish teaching this semester online.

**Students who need to quarantine**

The university has [issued guidance for students, faculty and staff](#) who need to self-quarantine for 14 days, based on recent travel to specific countries or contact with people who recently traveled from those countries, even if no [symptoms of illness](#) are present. Please be flexible with your students who ask for this accommodation so that they are not penalized for self-quarantining.

Students who need to quarantine are being asked to email their professors and copy the FIU Student Ombuds at [ombuds@fiu.edu](mailto:ombuds@fiu.edu) to arrange ways to complete their academic obligations remotely during this time.

At the end of the 14-day quarantine, students must be cleared by a doctor prior to returning to campus. Instructions for completing this clearance can be found at [www.fiu.edu/coronavirus](http://www.fiu.edu/coronavirus).

### **Faculty quarantine**

[Faculty who need to self-quarantine](#) based on their travel or contact with people who have traveled to specific countries should inform students of alternate arrangements/assignments for faculty-missed classes and alert their department chairs. Faculty must secure medical clearance from [FIU Health](#) or their personal physician before returning to work following the 14 days of quarantine. Please print and take this [clearance form](#) to your doctor's appointment. Please contact the Division of Human Resources at 305-348-2181 to ensure proper designation of leave and receive important information about work arrangements.

Prepare to teach online

FIU has the resources in place to assist with modifying your course delivery method should the need arise. At this time, all faculty members teaching face-to-face classes should plan for the possibility of transitioning their Spring 2020 courses to the online modality to ensure the continuity of the academic enterprise.

As a reminder, if you or your students require assistance with Canvas please visit the FIU Canvas Help Center at <https://canvas.fiu.edu> or call 305-348-3630.

### **Travel and Events**

As mentioned earlier, the university is fully operational and research and mission-critical travel outside of the restricted countries may continue. Should you need or choose to cancel an upcoming business trip, please remember to cancel your Travel Authorization Request (TAR) in Panthersoft so that we maintain accurate records of outbound mobility during this time.

Additionally, Faculty and/or Departments who are hosting or planning to host international delegations/visitors in the coming weeks should contact FIU Global at [global@fiu.edu](mailto:global@fiu.edu) or 305-348-8267 to seek additional guidance.

We are asking every member of the university community who is planning an event that will take place on or off campus through June 30, 2020, to [fill out this short form](#) with some basic event details. Should the coronavirus situation get to a point when we have to consider canceling large gatherings, we will use this information to make decisions and get in touch with event organizers.

We ask all members of the university community to follow institutional announcements as it is likely that travel to/from additional countries may soon be restricted as a precautionary measure. The university administration will continue monitoring the development of the coronavirus situation and will keep you informed as necessary.

If you have any questions, please call the Office of the Provost at 305-348-2151.