Faculty Update on COVID-19 Preparations

Wednesday, March 4, 2020

Dear Faculty,

I hope you have had a chance to read President Gibralter’s email from yesterday regarding the outbreak of COVID-19 caused by a novel coronavirus. While the College continues to monitor developments of the spread of the virus worldwide, we are taking a number of steps to prepare for the possible spread to Central New York, the Finger Lakes and our campus.

**College-Sponsored Travel**

As per College policy, international travel to countries with U.S. State Department Travel Advisory levels of 3 and 4 is restricted. Given the coronavirus outbreak, this includes China, Italy and South Korea. Travel advisories can be found on the department’s website at [travel.state.gov](http://travel.state.gov). If you are travelling internationally, I encourage you to enroll in the U.S. State Department *Smart Traveler Enrollment Program* ([step.state.gov/step/](http://step.state.gov/step/)), which will provide you with health and safety updates for the region(s) to which you are traveling and also register you with the relevant U.S. embassy. For domestic travel, I urge you to use common sense and good judgment regarding your travel plans.

**In order to safeguard the campus from possible exposure, anyone traveling for College-sponsored or College-related purposes should provide me via email their itinerary prior to travel.**

If you are planning to go to a conference, be sure to frequently check that organization’s website, as conferences have been being canceled, sometimes at short notice (e.g., the American Physical Society meetings that were to begin in Denver just this past weekend). For any travel, I urge you to be prepared. Know what the impact of the virus is on your planned destination. Also be aware that your travel may become restricted due to public health and safety precautions.

**Alternate Instruction**

Given COVID-19’s incubation period of up to 14 days, anyone traveling to an affected area (internationally or domestically), or exposed to individuals with COVID-19, will be restricted from campus for a period of 14 days to allow for self-monitoring for any coronavirus symptoms. Should this occur or should it be determined that the campus needs to suspend residential operations this semester, we need to be prepared to offer students alternate instruction so that they can complete their coursework and earn academic credit.

To that end, I am asking faculty to be prepared to provide alternate instruction opportunities. Have as much of your course materials as possible uploaded to Moodle (where they can be
hidden at this time), have alternate assignments developed, and think of how technology can be utilized to achieve the learning objectives for your courses. While I hope that we will not need to put such alternate instruction methods into action, we all must be prepared to do so. Faculty needing guidance on developing a plan should be in touch with Jon Gans, coordinator of educational technology (jgans@wells.edu).

Know that the College is closely monitoring the situation and partnering with our local and state health departments. If you have any questions or concerns, please do not hesitate to be in touch.

Thanks,
Cindy

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Provost and Dean of the College