



# University of Idaho

**TO:** University of Idaho Faculty and Staff  
**FROM:** Scott Green, President, and John Wiencek, Provost and Executive Vice President  
**DATE:** March 11, 2020  
**SUBJECT:** Prepare for Online Class Delivery Beginning March 23

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We continue to monitor the spread of COVID-19 (coronavirus) in our region, and the health of our community is top of mind. While there are not yet any confirmed cases in Idaho, we need to be prepared for online delivery. As such, **all classes will be delivered electronically** as a test Monday and Tuesday, March 23-24, with a significant possibility of classes remaining online for some time. We ask that all faculty participate in this test and not cancel classes.

Another communication will be sent Thursday, March 19, with updates on class delivery after March 24 as we track the movement of the virus and its impact on our region.

Faculty should prepare courses to be delivered online. Departments and colleges need to find creative solutions for courses that do not easily convert to online delivery. CETL is [offering specialized training](#) with individual consultation this week and during Spring Break. All trainings will be recorded and linked to a supplemental help menu on the [CETL resource page](#). To register for a session, [visit CETL online](#). CETL is also scheduling individual and program-level support sessions to assist faculty and departments with specific online course adaptations. Please email CETL at [bblearnhelp@uidaho.edu](mailto:bblearnhelp@uidaho.edu) for assistance.

The university will remain open in all locations; however, we may discourage large gatherings. Employees should maintain normal schedules and work locations. Any changes must be approved by your supervisor.

All faculty and staff, regardless of location, should consult the [U of I coronavirus webpage](#) regularly for updates. We continue to expand the FAQ section as the situation develops.

Also, continue to follow basic hygiene protocols:

- Wash your hands often, using soap and water, for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer;
- Avoid touching your eyes, nose and mouth with unwashed hands;
- Avoid close contact with people who are sick;
- Stay home when you are sick;
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash;
- Clean and disinfect frequently touched objects and surfaces.

We acknowledge this is a major shift in our normal teaching methods. COVID-19 does not care about our land-grant mission, but we do and will do our best to respond in an innovative and caring way.

Please be flexible through the coming months and help one another tackle these challenges. We will get through this together, as Vandals.

*Scott Green*  
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