



University of Idaho

TO: University of Idaho Faculty and Staff
FROM: Scott Green, President, and John Wiencek, Provost and Executive Vice President
DATE: March 12, 2020
SUBJECT: Be Prepared for Online Course Delivery

While we are all looking forward to Spring Break, please remember to be prepared for the fast-changing world in which we are living. Information about and realities of COVID-19 are changing hourly. Please keep these things in mind:

- Prepare your classes for electronic delivery March 23-24, but do so knowing you may need to deliver all classes online for a longer period of time;
- CETL continues to offer [group trainings as well as individual consultation](#) to help you transition to electronic delivery.
- Classrooms from which you normally teach will be available to you, but students will not be allowed to attend in person.
- Communicate with your students prior to Friday, March 20, about how your courses will be delivered on March 23-24. Clear communication is key for their success.
- Be mindful of students who have accommodations through the [Center for Disability Access and Resources](#) (CDAR). Their accommodation may change as we move online. Watch for communications directly from CDAR and seek guidance from them as needed.
- Watch your U of I email and [the university's website](#) for updates and further instructions.

All university-sponsored international travel over Spring Break has been canceled. We strongly recommend you do not travel internationally. If you choose to travel to a [Level 2 or 3 CDC-identified country](#), you are expected to self-isolate for 14 days upon your return.

Remember to:

- 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.

The health of our community is a priority. We will all find ourselves stretched, inconvenienced and challenged in the coming months, but we will address this like all things we do — with the students' best interests in mind. Thank you in advance for your flexibility.

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