

# COVID-19 Faculty FAQ Revised 8-26-2020

*The Academic Affairs Restart Committee has made every effort to answer as many faculty questions as possible with maximum transparency. For this reason, some information may be repeated as questions may have been submitted by more than one individual.*

## Health

### Cleaning

Are the elevators disinfected hourly to make it possible for disabled students, faculty, and staff to use them and get to their place of work without breathing the lingering virus in the air?

Will there be a limit of ONE passenger per trip to comply with 6ft distancing?

We encourage the IU Northwest community to leave elevator usage to those who most need them. Facilities currently does not plan to be in the elevators each hour. Each of the elevators has a sign to remind people about physical distancing. It will be up to people using elevators to comply. Also, please consider using your own pencil or pen to push the buttons.

Will there be hand sanitation stations in each classroom and in the hallways?

Hand sanitizer, disinfecting spray, and paper towels will be available at the entrance of every classroom.

Will the students know to show up early? Will they have time? If they need to wipe down a chair before class, they need to be there a few minutes early. Will this end up eating up class time? (Will Zoom connection issues eat up more time?)

Great point! I am sure it will take some time during the first few days of the semester for students and faculty to settle into our new norms. It will be necessary for students and faculty to arrive a minute or two early to have time to sanitize their area. Faculty should encourage students to do so.

Faculty are asked to end class on time and move out of the room as quickly as possible to allow the next group the necessary time to sanitize and settle. Unfortunately, conversations with students after class should be held at a distance in a public space (outside would be best) or via zoom.

There is some IU language that encourages all of us to clean before and after we use an area. At IU Northwest, we feel that everyone is better served by focusing on cleaning the space they are moving into. Returning to the cleaning station at the end of the class might create a bottleneck that would break distancing guidelines.

The Office of Admissions, in coordination with Academic Affairs, will be sending text messages to students in the weeks leading up to the first day of classes. In these texts, students will be

encouraged to log in to Canvas early and look for messages from faculty regarding their attendance schedule.

Faculty are being asked to publish their Canvas sites and post an Announcement explaining how in-person attendance will work in each course no later than August 17. Faculty who are teaching hybrid/hyflex classes, which require attendance groups, should communicate with students via Canvas during the week of August 17-23 to confirm each student's first date of in-person attendance.

A list of classrooms is available (see pgs. 7-8) for students who need workspace to attend zoom courses. In the unlikely event that a student inadvertently shows up to a classroom that is already at capacity, the student should be directed to one of these rooms.

Are cleanings happening in between classes or will students be asked to wipe things down? And if the latter, will supplies be distributed in classrooms?

When faculty enter the classroom, they should use provided cleaning products to wipe down all areas that they anticipate touching.

When a student enters the classroom, they must use provided cleaning products to wipe down their assigned seat (including tablet arms), and/or table.

If cleaning supplies are running low please call 980-6710 (staffed 7AM - 8PM) to request restocking of supplies before they are completely out.

As a last resort, if you are completely out of supplies in a classroom, there are additional supplies stored in the following locations during regular business hours.

- Dunes                                 Dean's office suite 1103
- Hawthorn                             357, 225, 217
- Marram                               335
- Raintree                              140
- Arts and Sciences:   2021 (copy machine room)

How should we clean computer keyboards and mice in the classrooms?

UITS and Facilities have indicated that you should use the same cleaning supplies that are provided to clean the desks and other surfaces in the classroom to clean computer keyboards and mice.

Ventilation matters. Is there any plan to make sure that in all faculty offices with a window, the window is operable? Or should individual faculty members make facilities work requests? Is there any plan to prioritize scheduling into classrooms with openable windows and/or those in the buildings with the most updated HVAC systems?

IU is committed to minimizing COVID-19 risk for building users by regularly inspecting air handling units, replacing filters, and ensuring air handlers are functioning as designed. IU will also continue to monitor and react to federal, state, public health, and industry standard heating,

ventilation and air conditioning (HVAC) guidelines to manage and mitigate risk. The university systems bring in outdoor air and have air changeover as part of its operations. Facilities are changing air filters on a quarterly basis, which is at a higher rate than normal.

What kind of cleaning will be done in our offices? How often will our offices be cleaned? What does Facilities want us to do as far as cleaning our offices, such as take out our trash?

Due to single occupancy, individual offices are a lower priority for cleaning than shared spaces. Facilities will create hang tags for your doors that can be used to indicate that the office needs cleaning. When Facility staff see the tag on your office door knob, they will clean the office space. This will allow you the ability to regulate when and if Facilities enters your office to clean.

Office cleaning will include: dusting all corners and horizontal surfaces, wiping down horizontal surfaces, mopping hard floors, vacuuming floors, and emptying trash.

How often can we expect restrooms to be cleaned throughout the day? I know the restrooms on the 2nd floor of Dunes can get very busy when your programs are in class, as are our students. Facilities are aware that restrooms need to be cleaned regularly. Restrooms will be done as follows: disinfect all high-touch surfaces including sinks, mirrors, toilets, urinals, stall partitions, walls and door handles multiple times daily. Please call 980-6710 if a restroom needs attention. Please remember that the health and safety of our community begins with our own personal actions.

## Illness/Testing

If a student in one class gets infected, after attending a F2F class, will ALL STUDENTS and INSTRUCTOR from that class all switch to ZOOM only instruction immediately? What about the next F2F class in the same classroom immediately following that class?

This is a complicated question! Let's begin with testing. Any member of the community who is experiencing symptoms that may be COVID-19 related OR may have been in close contact with any individual who is COVID-19 positive is REQUIRED by the Community Responsibility Acknowledgement to report this to IU. This information will be confidential and only shared within IU Health. These individuals should avoid coming to campus until they are tested. Those who are experiencing symptoms will be tested via IU Health.

As soon as IU becomes aware that any member of the community has received a positive test (either via IU Health, self-reporting, or via information received from the local health officials), IU will initiate contact tracing.

This will involve contacting the infected person daily, and contacting all members of the IU community who have come into "close contact" with the student. Close contact is defined by IU as closer than 6 feet and/or unmasked contact.

If the community member is a student, all of their faculty will be contacted for purposes of accessing attendance records. Contact tracing will not affect *everyone* who is in the same class

as the infected student; only those who had close contact as defined by IU. Both the infected person and those who came into close contact will be asked to quarantine.

All classrooms will be sanitized nightly. It is very unlikely that a member of our community would attend class in person and subsequently discover their infection in the same 24-hour period. If that were to happen, the classroom would be closed immediately until sanitized. Classes scheduled for that room would be moved to an alternative classroom until that process was complete.

An important note: Faculty may not share health information about a student with other students. Students would only learn that a classmate has tested positive if that student chose to share that information or if they were contacted as part of contact tracing.

Will students and faculty be required to be tested before coming to campus?

No. This requirement is only for campuses with residential halls. If you are asymptomatic, but would like to be tested, please contact your healthcare provider.

How often will the students and faculty/staff be tested? Weekly?

There is no routine testing. Testing will be done only for symptomatic patients. Random mitigation testing is being planned by IU (see page 5 for more information). The purpose of mitigation testing is to monitor and predict outbreaks on each individual campus.

If so, where can we go/direct students to go to get tested?

The IU Northwest Campus Health and Wellness Center Clinic has begun COVID testing of SYMPTOMATIC faculty, students, and staff, but you must first be screened by IU Health. The first step is to log into One.IU, search for COVID, then select "COVID Health Services." This will enter you into the IU Health Virtual Hub and start the screening process. If testing is indicated, you will be given information concerning where to go, testing hours, etc., and you will be emailed a screening form (sick slip) by an IU Health nurse. Symptomatic patients SHOULD NOT arrive at the clinic unannounced; walk in testing is NOT being done. Testing will occur in the parking lot without leaving your car. If you find yourself on campus with symptoms (fever, shortness of breath, cough) you should immediately leave campus, and go to where you can log in to One.IU (home or car) and begin the process described above. In case of emergency, contact your health provider or go to the nearest Urgent Care Center. The clinic will not be doing exposure testing. Sick slip and University picture ID are required for testing. For more information, contact the Campus Health and Wellness Center. Please see Appendix A for more details.

How frequently will testing be required? Or is testing only voluntary? Or will only be recommended when an individual is displaying symptoms?

Testing is only for symptomatic patients. Random mitigation testing is being planned by IU. Please see below for more information regarding mitigation testing:

### **Mitigation testing**

- **What:** testing the IU population at random. (Sometimes called "surveillance testing.")
- **For:** students, faculty and staff. If contacted, it's critical that you participate.
- **How it works:** You will be contacted via email to schedule an appointment for your test. This will be a saliva test with results back in 3-5 days.
- **If your test is negative:** Continue on with your normal routine.
- **If your test is positive:** You'll receive detailed instructions from IU Health on isolation and next steps, which includes downloading the Twistle app. Through Twistle, you'll receive daily check-ins from an IU Health provider to ask about your symptoms and report any concerns or worsening symptoms.

For more information regarding IU and COVID-19 testing, see [testing requirements at fall2020.iu.edu](https://iu.edu/testing-requirements).

What should students or employees do if they experience COVID-19-related symptoms?

For the IU community our most important focus must be to take precautions to prevent infection. Anyone experiencing any symptoms should leave campus immediately. Anyone who is experiencing symptoms (even if mild) should use this [link to access screening](#) from IU Health. If you receive a positive test from an outside source or become aware that you have been in close contact with an infected individual, you must [self-report](#) with IU. Both links can be found by searching COVID-19 in One.IU. Symptomatic patients ***SHOULD NOT*** arrive at the clinic unannounced. Testing will occur in the parking lot without leaving your car. The IU Health Virtual hub will supply more information if testing is indicated. You must bring proof of pre-screening (sick slip) provided by IU Health and University ID in order to be tested.

## Masks

When and where are IU masks being delivered for faculty and staff?

IU masks will be sent to the home address you have on file prior to the start of the Fall term. If you did not receive an IU mask in the mail, you can pick one up on campus at the Office of Career Services in Moraine 101.

What can faculty do if a student refuses to wear a mask? How will we enforce mask requirements?

We suggest the following protocol related to mask non-compliance:

- 1) If a student forgets their mask, ask the student to immediately put one on one or to leave the class. Even if the student complies, it is important that you document the incident if it happens again by sending an email message to the Dean of Students with the student's name and the date of the incident.
- 2) If a student refuses to wear a mask, ask the student to speak with you outside the classroom before starting the class. Inform them that it is University policy that masks are required and remind them that they signed a commitment

agreeing to wear one while on campus. Explain that if they choose not to wear a mask they cannot attend class in person or be inside any campus building and will be in violation of the Indiana University Code of Students' Rights, Responsibilities, and Conduct (the Code) and the SCF, and are subject to disciplinary action. Document the incident by submitting a report of *Failure to Comply* [here](#).

- 3) If they still refuse to wear a mask, inform them they need to leave and that they will be referred for a violation of the Code of Conduct. If they refuse to leave, you should notify [IU Police](#) at (219) 980-6501 that you have a disruptive student in the class who is refusing to leave and, again, let the student know they will be referred to Conduct. Document the incident by submitting a report of *Failure to Comply* [here](#).

Can we use face-shields instead of masks?

Face shields are not considered an acceptable alternative to masks; however, a face shield can be combined with a mask if desired. IU will not be distributing face shields. It is our understanding at this time that no ADA accommodations will be made for people who cannot wear a mask. If an individual cannot wear a mask then they cannot come on campus – either as a student or as an employee.

## Outside of Classroom

How will physical distancing be handled in the hallways?

Please encourage students to maintain physical distance in the halls outside classrooms and while waiting to enter the classrooms. Signage placed by facilities will encourage these behaviors.

## Mental Health

Will we have access to (free) grief counseling and mental health support when a faculty member, student, or staff member dies because of COVID-19 contracted on campus?

*Faculty and staff* can contact Human Resources regarding [Employee Assistance Program \(EAP\)](#) resources that are available to them if needed and *students* can contact the [IU Northwest Counseling Center](#).

## Regional Health Concerns

Lake County is experiencing another surge in COVID-19 cases, and I am wondering how IU Northwest is going to react to this. I am scheduled to teach two of my classes with face-to-face contact, but if the current situation with COVID-19 does not significantly improve, I would not feel comfortable to teach face-to-face and I will request 100% switch online.

IU Northwest remains committed to the health and safety of Faculty, Staff, and Students. We will monitor daily all of the metrics regarding COVID-19 in our region. As Chancellor Iwama has stated, we may have (at least) a few people who test positive at some point—which of course

doesn't mean they were exposed at IUN necessarily. But, the precautions being taken are evidence-based and will provide the best available protection. The most important thing is to follow policies and procedures consistently.

The news of the last few weeks got me a bit concerned. Is it actually wise for us to be in the classroom at all? Considering the latest data, we know that we could face major issues with the spread of the virus. I am also concerned that some of our adjunct faculty going back to the classroom are over 65 years of age. This is quite risky.

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## **Academics**

### **Classroom**

Are there sufficient computer lab space/resources for a theoretical student who has to be in-person for their 1pm lecture but Zoom-only for the 2:30 pm lecture on the same day (and does not have their own laptop)? Are the labs ready for the noise/activity that may generate?

There will be computers available on a limited basis in the library for students who do not have their own electronic devices on campus. Additionally, there will be classrooms designated in each building for students to use to Zoom classes, take quizzes, and/or study. They will need their own electronic device (including headphones) in order to use these shared spaces. Faculty will have a list of these spaces, the spaces will have appropriate signage, and students will receive communication regarding available spaces and room capacity.

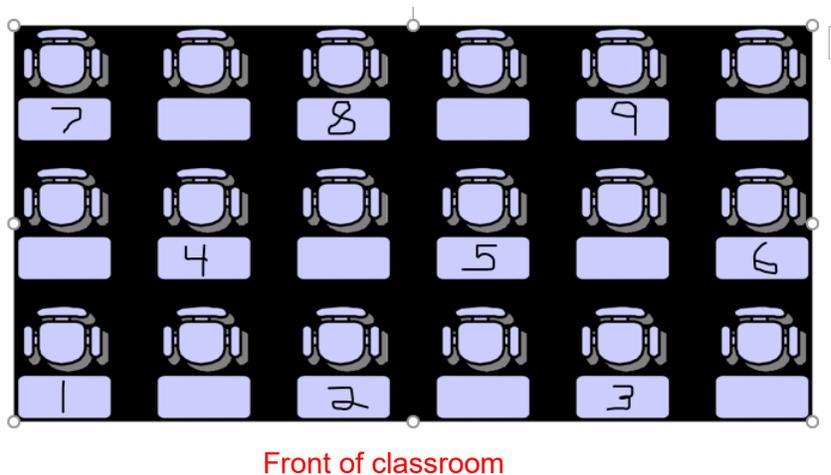
Rooms available (and capacity) on any day:

AS 1024	(9)
HH 469	(5)
LC 230	(8)
RH 101	(8)
RH 149	(8)
RH 203	(8)
RH 207	(8)
RH 223	(8)

Rooms available (and capacity) on days specified below:

HH 243 - M T R F	(6)
HH 330 - R F	(9)
HH 331 - T R F	(6)
HH 332 - W R	(9)
HH 333 - T F	(12)
HH 342 - R F	(6)
MH 109 - R F	(6)
MH 119 - M W F	(9)
RH 103 - T F	(8)
RH 105 - F	(7)
RH 109 - M W F	(7)
RH 145 - R F	(12)
RH 151 - T R F	(8)
RH 201 - M W R F	(8)
RH 205 - M W F	(8)

Will the IU remove the extra chairs from each classroom to ensure proper distancing?  
 Chairs will be labelled with red dots and numbers. Those chairs **should be** used in order to ensure physical distancing. In some classrooms, extra chairs will be stacked in the back of the classroom. The classrooms should be set up for physical distancing and should be left in that set-up for the duration of the semester.



What happens if more students show up for class than the room capacity allows?

If a student attends in-person classes on a day in which they were not scheduled to attend, please use your best judgment on how to accommodate the situation. Possible solutions include: If there is room in the classroom the student could be allowed to stay for the class session (though informed that they were attending on the incorrect day and would need to attend on the correct days in the future); if there is no room in the classroom ask the student to

go to a designated space on campus and Zoom into the class period. Faculty will be made aware of these spaces prior to the commencement of on-site classes.

What will we do for students who may have their F2F day in one class, their Zoom day in the following class, and a F2F day in their third class of the day?

There will be classrooms designated in each building for students to use to Zoom classes, take quizzes, and/or study. They will need their own electronic device (including headphones) in order to use these shared spaces. There will be computers available on a limited basis in computer labs and the library for students who do not have their own electronic devices on campus.

Will there be seating charts in the classrooms?

Classrooms will be set up prior to your arrival. **Do not** move chairs or lecterns in the classroom at all during the semester.

Students should be assigned seats for the semester prior to the start of the term. This will need to be communicated to them at least one week prior to the start of the term. Canvas has a seating chart feature in the Attendance tab that can be used for this purpose. CISTL is hosting training sessions on this feature of Canvas.

If a student is already enrolled in the class, but they don't feel comfortable coming into the building, how do I address that? What if a student who has registered for a face-to-face or hybrid course asks to take the course remotely rather than be required to attend in person?

We believe that students learn best when they feel safe and comfortable. To this end, faculty are encouraged to be flexible whenever possible as long as the integrity of the course and student learning are not compromised.

Students may request a change to course schedules or to the method of course instruction due to a COVID-19 related issue. This may include requests for:

- Switching from a face-to-face or hybrid course (same course) to online, asynchronous, or
- Requesting permission to attend hybrid courses as distance synchronous video, or
- Changing schedule to a different course to meet online - synchronous or asynchronous.

All COVID-19 related accommodations are provisional, meaning that they are granted at the discretion of the instructor, and will be reviewed and implemented on a case by case basis. Medical documentation may be requested.

The Disability Services Coordinator (DSC) will document all COVID-19 related requests for accommodations and the outcomes of those requests.

1. If a student requests to attend the course virtually, and this is possible, students will still need to fill in the COVID-19 Related Accommodation form at [https://iu.co1.qualtrics.com/jfe/form/SV\\_4IWnu6olJw9FerH](https://iu.co1.qualtrics.com/jfe/form/SV_4IWnu6olJw9FerH) for documentation purposes.

Freda Cox-Harris will reach out through e-mail to the instructor to verify the arrangements. If the information is correct, no further action is needed.

2. If arrangements can't be made, direct the student to their academic advisor to explore options.
3. If the process reaches the DSC, Freda Cox-Harris, will reach out to the instructor and advisor to engage in the interactive process.

My plan was to teach 1/2 of my class on one day, while the other half is with us, via Zoom. Then on the 2nd day of class, the second half is in class with me, while the first held is on Zoom. Is this acceptable?

Yes, that is a great example of Hybrid, Hy-Flex course delivery.

Can we explore the possibility of renting and installing a tent (more than one tent?) in the green space near Dunes and the parking lot? Such a tent could be used for classes (maybe via some kind of reservation system?) or increase the amount of shaded outdoor space on campus such that students could use it for accessing parking lot wifi, doing homework, or waiting between classes.

We would not recommend a tent as the weather in Northwest Indiana changes drastically in the fall. We do have the plaza that may be used, but that would need to be coordinated with Special Events. There are other outside spaces around campus that students could use for the activities mentioned in the question.

If I have a class where the enrollment is under the COVID-19 adjusted capacity for the room, I am allowed to have them all there, right? (Yes, I know that some may opt out.) Can I ask the entire class to meet outside, as long as we stay masked and physically distanced, right? (This is obviously safer than meeting inside.)

Yes and yes.

How will faculty record classes for the students who are not physically present in class and then post them on Canvas. Is there going to be a training session?

CISTL offers workshops on how to record a classroom session and then embed that recording into Canvas.

## Outside of class

Are there lab spaces set up for Zoom that may require active participation of the Zoom students, i.e. working in a group with video and microphone? Again, are the labs ready for the noise/activity that may generate?

All classrooms, even smaller ones, will be zoom ready and so can be used to facilitate group work with video and microphones.

There will be classrooms designated in each building for students to use to Zoom classes, take quizzes, and/or study. (See pgs. 7-8.) They will need their own electronic device (including headphones) in order to use these shared spaces. There will be computers available on a limited basis in computer labs and the library for students who do not have their own electronic devices on campus.

There are also 7 rooms available by reservation in the Library for students to use to work in small groups.

How many WiFi hotspots are going to be installed and in what locations for students attending class remotely?

Additional WiFi hotspots are being added, and some existing ones will be moved to better locations for optimum signal strength and coverage on campus. The Library Plaza is a priority. More details on exact numbers and locations can be shared when the IT plan is complete.

## **Communications with Students**

Who will be communicating to freshmen in overcrowded classrooms telling them not to come to class the first day, but to Zoom in instead? Do we expect that to go smoothly?

IU Northwest has engaged many offices to help the start of the fall semester go as smoothly as possible. Marketing and Communication will roll out a communication campaign with videos from current students directing students to check their Canvas site to figure out when they should be attending in person classes. This will be sent via text message and email as well as posted on social media. The Dean of Students is including this information in her messages to students as well. Faculty should communicate with students through their Canvas site of any class groups they have created in order to maintain physical distance at least one week prior to the start of the semester.

Will the students know to show up early? Will they have time? If they need to wipe down a chair before class, they need to be there a few minutes early. Will this end up eating up class time? (Will Zoom connection issues eat up more time?)

Great point! I am sure it will take some time during the first few days of the semester for students and faculty to settle into our new norms. It will be necessary for students and faculty to arrive a minute or two early to have time to sanitize their area. Faculty should encourage students to do so.

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are moving into. Returning to the cleaning station at the end of the class might create a bottleneck that would break distancing guidelines.

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### **Zooming with Students**

Is a student required to have their video on during a synchronous Zoom class meeting?

It is important that your Zoom discussions offer a chance for everyone to engage with the material and each other, but it is also important that everyone feel safe in Zoom. If able, students are encouraged to turn on their video during class discussions. However, if they prefer not to for any reason, then they should not be required to turn on video. If they do not turn on their video, you may encourage them to include some kind of image of themselves in place of video. This could be a real photo of the student, or perhaps a Bitmoji (a cartoon recreation).

### **Grading/Exams**

Are we giving students a P/F or S/F option at the end of the fall semester?

Not at this time.

Is there any official university support for online-proctoring of final exams? Online courses get the examity service covered via the long-distance learning fee, but when not-fully-online classes go fully online after thanksgiving it's unclear. Would students be expected to cover any fees associated with third-party proctoring of their final exams?

Online proctoring is available for all versions of on-line and hybrid courses for final exam proctoring in Fall 2020. Students will not be charged a fee for final exam proctoring, if Examity base-level online proctoring is used. However, faculty are encouraged to explore alternative assessments that do not require online-proctoring. Additionally, faculty may give their final exams before Thanksgiving, and use the time after Thanksgiving for creative and innovative projects/assignments.

Will the last week of the semester still be a “finals week”?

The last week of the semester (December 14-20) is generally reserved for final exams instead of regular instruction. This is to ensure that we can coordinate rooms being available for final exams. Since all classes will be online during this week, this gives us greater flexibility. While instructors are encouraged to continue to use this last week for finals, if a course final was given earlier (such as at the end of week 13 before going online) finals week could be used in conjunction with the other online weeks for a project/assignment. In addition, instructors are encouraged to be flexible with students who may have finals or conflicting finals during this week.

## Offices/Office hours

Not sure if the issue of office hours has been discussed for those of us in high-risk groups that are teaching all classes online. Just having Zoom open for anyone to join for a period of time may not be appropriate if a student is seeking to have a confidential meeting with a professor. Faculty must maintain office hours. Since most offices are not conducive to appropriate physical distancing, virtual office hours are strongly recommended. They may be held from individual campus offices or from home. Please encourage students to make an appointment outside of regular office hours if he or she needs to speak to you confidentially.

CISTL will hold workshops on creating and running Virtual Office Hours with the use of the waiting room feature to facilitate individual meetings.

When can we expect to be able to go back to campus to work in offices?

August 17. However, IU reminds us that if an individual and his or her supervisor agree that an individual's job responsibilities can be completed at home, we are to do so.

## Library

When will library services become available? I would like to borrow books through the IU system to prepare for classes, but they have shut down, which impairs my course preparations. Anne Koehler is doing a monumental job of supplying journal articles, but there are some books I'd like to get a hold of.

Requesting books through ILLiad is currently available. Requesting books through IUCAT will become available on August 10. An appointment will be set up with the library user to pick up their books when they are available.

When will the library reopen?

The library will reopen when campus reopens. However, all services, except for the computer lab, are currently available for IU Northwest faculty, staff, and students.

Are all IU libraries reopening at the same time?

No. All of the IU libraries have different reopening dates. However, Request Delivery via IUCAT will be available for all IU libraries beginning August 10.

When will inter-library loan services restart?

Requesting books and articles through ILLiad is currently available. Go to <https://inu.illiad.oclc.org/illiad/logon.html> to request your books and articles. Beginning Monday, August 10, books can be requested through Request Delivery via IUCAT.

When these services do restart, does the library expect there to be a backlog of requests?

The library will reopen when the campus opens, however, services will be provided virtually. The library does not expect a backlog of requests. The library continued to fill article requests while the campus was closed. The library did not accept any book requests during this time, eliminating a backlog for requests.

## Administrative Processes

Why do departments/instructors need to get approval to move a class online? To my knowledge, we have not needed permission from the Vice Chancellor to change the mode of instruction before, so it seems strange to make that change now.

Departments and faculty do not need to get EVCAA approval to change the modality of course delivery. However, Indiana University requires that we maintain records for requests for exceptions/changes to course modalities that are made because of COVID-19. All of these exception requests have been authorized. The instructions to the Deans require that we be as flexible as possible. There are some courses, based on disciplines or cohorts, that the guidance from the Deans (and best practice) indicates that students should have, at the very least, some opportunity to connect with the faculty, their peers and the campus. If a faculty member assigned to those sections has COVID-19 related reasons to not continue to be assigned to those sections, the Deans have done everything possible to find another instructor for that section.

Why are we not moving even more classes to be online? The guidance from public health officials (to my knowledge) is still that those who can work from home should.

To date, about 83% of courses are fully online or some version of hybrid. This is the result of faculty seeking and receiving approval to change their course modalities for the Fall 2020 semester.

Will there be any future consideration of allowing instructors to remove teaching evaluations for fall 2020, and perhaps also spring 2021, from promotion and tenure files (and lecturer evaluations, etc.), given that we are still teaching in a highly unusual crisis environment?

The IU Faculty Council and the IU Northwest Faculty Affairs Committee will review this topic in the Fall term and make a recommendation.

Will there be any future consideration of allowing Tenure-Track assistant professors another year on the tenure clock? With the extraordinary demands of teaching in a pandemic, the difficulties of lab work, the impossibility of most kinds of travel and archival work, the radical slowdown of publication time (which is exacerbated by the fact that all reviews and readers' reports come from academics currently facing the same extraordinary demands as our faculty, both in terms of paid labor and in terms of care work), research is especially challenging for early-career scholars right now.

IU and IUN have offered all currently employed tenure-track faculty who are due to go up for tenure in 2020-2021 or later the option to extend their tenure clock by one year, and all clinical and lecturer rank faculty in their probationary period and due to go up for promotion to long-term contract in 2020-2021 or later the option to extend their probationary contract by one year.

Faculty up for tenure/promotion in 2020-2021 were required to request the option to extend by May 1, 2020. For faculty due to go up in 2021 or later, the deadline for the request for an extension is December 31, 2020.

Requests are to be submitted using the [Understanding on Probationary Status form](#) and write "COVID-19" on the form. The form does have to be signed by the Chair (if applicable) and dean before coming to the EVCAA and forwarded to the VPFAA. The signature is for informational purposes only and all those who request the extension who are eligible will be granted one.

This extension is not extended to faculty hires in Fall 2020.

I would like to know more about student fees that are connected to the various "modes of instruction". I know a Distance Education fee is attached to classes that are coded 100% online. What about Lab Fees for labs that move to online formats? What I understand now is that lab fees remain attached to sections that move to Distance Synchronous, but Distance Education fees are NOT assessed for that delivery method. And then, how do we explain to students that we are going to charge them a lab fee when they are doing the labs at home? Fees are a substantial portion of students' total bills and we should have a clear message about them when we are asked.

Lab fees will not change as most labs are being taught in the Hy-Flex modality.

All on-line fees (OA - online all) remain at \$50 per credit hour.

All HY fees (including fees for Hybrid/Hy-Flex) are waived.

No fees are assessed for in person or DO (synchronous online).

## Appendix A

### IUH Testing Process – IU Northwest

**\*\*Only symptomatic patients \*\*should be tested through the IUH program**

1. Individual has symptoms which might be related to COVID-19
2. Individual with symptoms logs into One.iu.edu
  - a. Searches for COVID
  - b. Clicks on COVID Health Services
  - c. Individual is directed through the symptom checker
  - d. Individual is referred to IUH nurse for further screening
  - e. IUH nurse believes the symptoms to be COVID related
  - f. IUH nurse delivers the following script:
    - g. For COVID testing at IU Northwest, you must call ahead; call 219-980-7250. The Nurse Practitioner will tell you what time to arrive. You should go to the parking lot adjacent to the Dunes Medical Professional Building (in the Clinic parking lot on Jefferson St.) and park in the designated spot. When you arrive, call the same number to let the nurse know you are there. WAIT IN YOUR CAR and the clinic personnel will test you there. Do **NOT** come into the clinic. You **MUST** have proof of pre-screening (“sick slip”) through IU Health, and a picture University ID.*
3. Individual (now to be referred to as the patient) will receive an email or text with the “sick slip”
4. Patient will call ahead (as noted above) and schedule the time for their test
5. Patient arrives, parks in the assigned spot and calls the NP to let them know they are onsite
6. NP exits the building and greets the patient
  - a. confirms their identity and IU affiliation by viewing Crimson Card
  - b. observes the sick slip provided by IUH
7. NP administers the test using proper collection of NP specimens
8. NP directs the patient to go home and quarantine until symptoms are gone and fever has abated for more than 24 hours

9. If your test result is negative, you will get a message via the Virtual Visit app that you used for the initial visit. If your test result is positive, a nurse from IU Health will call you. If you don't answer unknown numbers, they will leave a message saying to call them if your voicemail is available. If you become concerned that you haven't heard yet, you can always log back in to the virtual hub and talk with a nurse about it.