



WAKE FOREST  
UNIVERSITY

# Dean's Office Digest

Special Edition: COVID-19

March 16, 2020

Dear Faculty and Staff:

As you are only too well aware, a new normal is unfolding rapidly around us. We are charged with delivering all our courses remotely to our 5,200 students for the foreseeable future. Thank you for your patience as we all adapt to this changing landscape.

Today's Dean's Office Digest provides information from the University regarding travel advisories, health resources, and working remote guidelines. We also share College-specific announcements regarding access to buildings, course scheduling, deadlines, technology resources, and more.

The next few weeks will be asking a lot from us. I do not take your commitment for granted. It is because of our shared pro humanitate spirit that I know Wake Forest will move through this transition as one community, caring for each other and, most importantly, our students.

My team and I will be sharing more with you as we navigate these next few weeks. I also encourage you to stay up-to-date on University announcements at [coronavirus.wfu.edu](https://coronavirus.wfu.edu).

With overflowing gratitude for our Wake Forest community,

A handwritten signature in cursive script, likely belonging to the Dean, Phil.

## Travel Advisory

### TRAVEL REPORTING REQUIREMENTS AND GUIDANCE FOR FACULTY, STAFF, AND STUDENTS

All students, faculty or staff returning from countries with [Level 3 travel health notices](#) or from a cruise should not return to campus without first completing a 14-day self-isolation period without developing symptoms of COVID-19.

If you have traveled to any of these locations or have been on a cruise in the last 14 days, please complete this [Travel Reporting Form](#). If you do not meet these conditions, do not fill out the form.

Wake Forest is **prohibiting all non-essential university-sponsored Faculty and Staff travel for both domestic and international travel until further notice (this includes travel supported by Faculty Development Research Funds)**. These restrictions will not apply to University-sponsored travel required to return to campus by community members who are currently studying or working remotely. Faculty and staff may request an exception by contacting their Dean or Vice President.

Please **reconsider personal and professional non-essential travel**, particularly travel abroad or to regions of the country with multiple reports of transmission within the community.

## Health Advisories

### QUARANTINES AND DIAGNOSES

#### If This Occurs:

*Faculty or Staff member is quarantined (i.e., due to travel). CDC advises individuals to self-quarantine if traveling from impacted areas.*

#### The Following Will Take Effect:

**Faculty:** Follow the [“Absences and Leaves of Absence”](#) information outlined in the Faculty Handbook and discuss individual scenarios to continue delivery of classes with your unit head (e.g., Department Chair, Dean).

**Staff:** Continue working remotely or take Paid Time Off (PTO). If work cannot be performed remotely or PTO is not available, the University may grant administrative leave.

*Faculty or Staff member is diagnosed with coronavirus (COVID-19).*

**Faculty:** Follow the [“Absences and Leaves of Absence”](#) information outlined in the Faculty Handbook and discuss individual scenarios to continue delivery of classes with your unit head (e.g., Department Chair, Dean). If incapacitated and unable to continue delivery of classes, then begin procedure for Medical Leave.

**Staff:** Begin the Family Medical Leave + Short-Term Disability + PTO process (if applicable). The University may grant administrative leave.

*Person in the household has COVID-19.*

**Faculty:** Discuss individual scenarios to continue delivery of classes with your unit head (e.g., Department Chair, Dean).

**Staff:** Continue working remotely or begin the Family Medical Leave + PTO process (if applicable). The University may grant administrative leave.

### MEDICAL PLAN PARTICIPANTS

BlueCross BlueShield of North Carolina (BCBSNC) covers doctor visits to screen for COVID-19 the same as other doctor visits covered by the University's medical plan. If a doctor suspects that a patient has COVID-19, he/she/they will contact the CDC, who will decide if a test is needed. Visit [the BCBSNC website](#) for information.

### DEDICATED SCREENING CENTERS

Novant Health is opening dedicated coronavirus screening centers. The centers will be open Monday through Friday, 8 a.m. to 5 p.m. Two screening centers are open in Winston-Salem (600 Highland Oaks) and in Matthews (3330 Siskey Parkway). Two more will open Wednesday, March 18 in Kernersville (111 Gateway Center Drive) and in Huntersville (16525 Holly Crest Lane, Suite 120). All Novant Health-GoHealth Urgent Care Centers are also screening. People who have no symptoms will not be screened and should stay home. Visiting a screening center with no symptoms will only further one's risk of exposure and put a strain on resources for those who need it most. For information on screening centers or coronavirus questions, please call 877-499-1697 or 877-9NOVANT.



# Going Remote Resources for Faculty

## KEEP TEACHING WEBSITE FOR FACULTY

Visit [KeepTeaching.wfu.edu](https://KeepTeaching.wfu.edu) for resources and strategies for remote teaching. Thanks to Allen Brown with the Office of Online Education for getting this website up and running.



## KEEP UPDATED WITH THE CENTER FOR THE ADVANCEMENT OF TEACHING BLOG

The CAT will be posting daily (or near daily) remote teaching updates. You can [follow along here](#), or subscribe to have the updates sent to your email inbox each morning.



## NEWLY-REMOTE WFU TEACHERS

Click here to join a private, collaborative Facebook group for [Newly-Remote WFU Teachers](#).

## IS RESOURCES FOR WORKING AND TEACHING REMOTELY

Wake Forest provides faculty, students, and staff a number of resources to help you conduct your work or teach a class remotely.

For more tools and resources, visit [Ask Deac's IT Resources for Working and Teaching Remotely](#).

View the [Privacy and Security Practices When Working Remotely and Security Policy for Teleconferencing](#) articles for information regarding security controls and maintaining confidentiality when working remotely.



## REMOTE TEACHING OPEN LABS NOW OFFERED VIA ZOOM MEETINGS

The CAT, Academic Technology, Online Education, and ZSR Librarians (e.g., offices within the "Faculty Commons" in ZSR) will be partnering to offer virtual office hours/open labs via Zoom throughout the week.

There will be numerous staff on hand in these virtual "rooms," and we will break off into small group conversations to address specific issues. The afternoon labs on Tuesday-Friday have been canceled to allow for individual Zoom consultations. Click on a time listed below to connect to the Remote Teaching Open Lab.

### Monday, March 16

- [10 a.m. to Noon](#)
- [1 p.m. to 4 p.m.](#)

### Tuesday, March 17

- [9 a.m. to Noon](#)

### Wednesday, March 18

- [9 a.m. to Noon](#)

### Thursday, March 19

- [9 a.m. to Noon](#)

### Friday, March 20

- [9 a.m. to Noon](#)

## 1:1 ZOOM CONSULTATIONS

The CAT, Academic Technology, Online Education, and ZSR Librarians will be offering remote [1:1 Zoom consultations moving forward](#).

Faculty can sign up for these consultations based on the topic they would like to discuss or they can schedule a consultation with a specific team member.

# Stress-Relieving Tips

## CARING FOR SELF AND OTHERS

**1. Breathe. Breathe. Breathe some more.** Take time in your day, at any moment, to take 10 deep even breaths. Carve out 5-10 minutes to meditate or practice mindfulness or contemplative prayer. Start here, now, wherever you are.

**2. Ground yourself in the present moment.** Focus your awareness on something real, enduring, or beautiful in your surroundings. Look up often. Discover the wonder and awe that is already here.

**3. Acknowledge your fears, anxieties, concerns.** Offer them up in prayer, if you pray. Write them in your journal. Share them with others. Feel what you feel, honor it, and know that it is not the final word.

**4. Remember you are not alone. Ever!** You are surrounded by care and support. Reach out.

**5. Create and sustain community.** Show up for one another. Listen compassionately. Practice empathy. Even while avoiding "close physical contact," message the people you care about. Stand with those most vulnerable and those who suffer the brunt of prejudice and fear. Check in on folks. Call your mother, father, guardian, mentor, little sibling, long lost friend, colleagues.

**6. Unplug, judiciously.** While staying aware of developments, do not let the Corona-chaos govern you, but forgive yourself when and if it does.

**7. Practice kindness.** There is a temptation in health scares to view others as potential threats. Remember we are in this together. While practicing health guidelines and appropriate caution, remember to engage one another. Smile when you can. Bring good deeds and good energy into our world.

**8. Stay healthy through sleep, diet, exercise.** See healing and wellness holistically – mind, body, and spirit.

**9. Make art.** Discover, imagine, engage your hopes and fears, the beauty and ugliness of our world. Write, paint, sing, dance, soar.

**10. Practice gratitude.** In the face of crises, make note of the things for which you are grateful: your breath, the particular shade of the sky at dusk – or dawn. The color blue, the color green, the gifts and strengths you have, other people in your life, the ability to laugh. A pet.

**11. Connect with your spiritual, religious, humanist, cultural, or other communities.** Find strength and solace and power in traditions, texts, rituals, practices, holy times and seasons.

**12. Pray as you are able, silently, through song, in readings, through ancestors.** Remember the long view of history, the rhythms and cycles of nature, the invisible threads that connect us all.

**13. Practice hope.** Trust in the future and our power to endure and persist, to live fully into the goodness that awaits.

- From Alex Levering Kern, Northeastern University, Boston; Thanks to Chaplain Timothy L. Auman for sending this along.

# Working Remote

## DISTANCE-WORKING AND TEACHING

Wake Forest University has moved to a remote-working arrangement for all colleagues whose work can be performed remotely. All employees who are not designated to perform essential on-campus services and whose work can be performed remotely, should work from home. While forms are customarily required to initiate remote work, they are being waived during these unprecedented circumstances. For general University suggestions, visit [this link](#).

**Please consider the following suggestions associated with remote work arrangements:**

- **Stay in communication:** Respond to emails, texts, and phone calls in a timely manner, but understand that flexibility is important, as some faculty and staff will be juggling childcare or caretaker responsibilities. We encourage you to communicate within your department to establish ways that incorporate flexible schedules, such as a Google Doc where people can login and record progress on long-term projects, extend deadlines for work that is not time-sensitive, or can offer to sign out a project to work on. Please make sure your contact information listed in Workday is current.
- **Pay, Time and Attendance:** Staff who work on-site to provide essential services and those who can work remotely should continue to record their work time as usual, but please do not recommend staff tracking how much time they spend on a particular task since they may be working outside of the 8:30 a.m. to 5 p.m. schedule. If a staff member is not providing essential services on-site and cannot work remotely, contact your supervisor and Human Resources.
- **Work Space at Home:** Establish a dedicated work space in the remote area in which you can focus and get things done. Finding a solution might take some creativity. For example, you could create a work schedule with others who share the space in your home, or use a pair of noise-cancelling headphones. Establish a plan with people in your household.
- **Ask for Help:** Wake Forest offers resources to help you connect with technology, but working from home can still be lonely. Consider pairing up with a productivity buddy to stay focused, leaning in to an existing mentoring relationship or inviting someone into a new mentoring relationship. Don't be afraid to ask for help. [The Employee Assistance Program](#) is a valuable resource. Appointments are available by calling 336-716-5493.





Concerning events, Wake Forest is **postponing, canceling or virtualizing all University-sponsored, in-person events** taking place on-campus or off-campus. In respect to inviting academic visitors to campus, including speakers, workshop leaders, trainers, vendors, etc., please follow the guidelines on [coronavirus.wfu.edu](https://coronavirus.wfu.edu).

We know many people have asked about **Commencement** as well. The policies the University is following come from guidance from the Centers for Disease Control and Prevention (CDC), the North Carolina Department of Health and Human Services (NCDHHS), and the infectious disease experts at Wake Forest Baptist Medical Center and the Forsyth County Health Department Communicable Diseases Division. We will share with you any communications involving commencement as they are announced.

## For Staff

It is critical that we prioritize the work that must be done during this period. We **strongly encourage department admins and College staff to work out a preferred method of communication** to coordinate plans with their unit head (e.g., department chair, dean, vice president) or manager to establish best practices while working remotely.

There are several guidelines outlined on [Information Systems' IT Resources for Working and Teaching Remotely website](#) that will help you, including:

- Checking WFU Phone & Voicemail Remote Access
- When you will need to use a VPN (required to access Banner, Cognos, on-premise servers, and Wordpress sites)
- How to use Google for remote collaboration (Meet for easy video calls, G Suite for document sharing, etc.)
- How to use Webex or Zoom for video conferencing

## For Faculty

Faculty, working with their Department Chairs and the Office of the Dean of the College, should make arrangements that best enable them to meet their needs for preparing to deliver courses remotely starting March 23. **Faculty should not make or request assignments until the semester resumes on March 23.**

Dean Michele Gillespie, the Associate Deans, and the Department Chairs are aligning various University resources to meet this need while practicing social distancing. Keeping in steady communication with each other is critical, and you will be receiving a higher number of communications from the Office of the Dean of the College as we continue adapting to this transitional period.

### REMOTE TEACHING

Remember, this is an adaptive arena moving in-person instruction into a digital arena for a specified period of time. We will focus on ways to transition into the digital arena while maintaining our instructional continuity as much as possible. We will not be perfect in our execution, but we have many resources available so our students are not faced with putting their education on hold right now.

During this week of planning, we are focusing on problem-solving options that keep things simple and engaging for our faculty and students. Resources include [Information Systems' IT Resources for Working and Teaching Remotely website](#) and the [Keep Teaching website](#), which has numerous strategies and resources. Scroll down for the Resources section of the Digest. We also highly encourage our faculty to sign up for one of the many virtual [Remote Teaching Open](#)

[Labs](#) that the Center for the Advancement of Teaching is hosting, in collaboration with many other campus partners, to guide faculty through options that will work for their teaching method or course type. You can also sign up for [remote 1:1 Zoom consultations here](#).

### SYNCHRONOUS VS. ASYNCHRONOUS

We respect synchronous learning and understand how keeping a schedule can provide consistency for both faculty and students. We also understand how asynchronous learning may be beneficial in some cases. If your particular course/content/activity allows for synchronous teaching, then please continue with your classes according to the original course schedule/previously scheduled class meeting times. This may avoid introducing scheduling conflicts for your students and fellow faculty colleagues juggling this remote teaching challenge.

# For Faculty

## ACCESS TO BUILDINGS

- **All Academic Buildings**, including Reynolda Hall, will transition to keycard access for faculty and staff. Faculty may access their office to complete their work, but all face-to-face meetings with other faculty, staff, or students is discouraged.
- **Wake Downtown** is accessible through keycard access.
- **ZSR Library** will be open from 8 a.m. to 5 p.m. during the week of March 16 to 20 and requires keycard access. There will be no weekend hours starting this weekend. Students, faculty, and staff must use their Deacon OneCard to enter. The 24 hour access spaces (Starbucks, the 24 hour Student Room, and the Grad Student Lounge) will stay remain open 24/7 for those who need wifi access. All additional study rooms, classrooms, the 6th floor Reynolds Reading Room, and the Auditorium are locked and closed to the public. Special Collections and the Media Collection are closed (but media can be accessed from the main service desk).
- **The Office of the Chaplain** has canceled most of its weekly programs and events, but chaplains will continue to offer pastoral care and connect with area churches, temples, synagogues, institutional chaplains, and our campus partners to see how we can collectively work together to help one another during this challenging time. Additionally, we will seek avenues to provide care and support to our campus community, whether you need direct assistance through the Chaplain's Emergency Fund or can provide assistance to others.
- **WakerSpace** is closed this week, with the exception of the podcast facility operating by appointment only. For some faculty, creating podcasts might be an effective means to supplement course materials provided to their students. [Paul Whitener](#), Assistant Director of the WakerSpace, will coordinate all faculty podcast requests. Appointments will be scheduled to allow for the cleaning of the podcast studio between visitors.

## OFFICE HOURS: PLEASE HOLD THEM REMOTELY

**You will not be able to meet with your students for in-person instruction**, regardless of whether they are all in town or have received permission to remain on campus.

Your remote office hours will provide a chance for much-needed connection with your students during this time of remote instruction. **We recommend transitioning your office hours to a remote schedule that increases flexibility** and access to you, possibly increasing the number of office hours. This could be as simple as allowing hours for students to text/call/email/Google chat/logging into a private Facebook group for your class at certain times so they will know you will be available for prompt responses during that window of time.

## WORKING WITH DEPARTMENT STAFF AND THE INSTRUCTIONAL TECHNOLOGY GROUP

Be aware that the **College's staff and Instructional Technologists within the ITG will be working remotely**. This does not mean you shouldn't communicate with them, but you will not be able to do so face-to-face. We recommend increasing your availability, knowing that they may be available through phone, text, and/or email. The ITG can provide live support to faculty as they record, save, and upload their courses through Facetime/Hangout and other digital platforms.

## AWARD NOMINATION EXTENSION

The deadline for the **Gordon A. Melson Outstanding MS and PhD Student Awards** has been extended to Monday, March 30. Paper/hard copies of the nominations are no longer required, and all packets should be submitted as a single PDF file and emailed to [Sarah Simpson](#). If you have questions, please contact Sarah Simpson.

## COLLEGE FACULTY AND DEPARTMENT MEETINGS

**The College Faculty Meeting scheduled for this afternoon has been canceled**, and the action items on the agenda will be deferred to the next faculty meeting. In regard to future meetings, we will explore opportunities to conduct them remotely if necessary. Department or other committee meetings should be held remotely.

## For Faculty

### RESEARCH CONTINUITY

Research facilities and laboratories on the Reynolda and Wake Downtown campuses should be in “ramp-down mode” as part of the institution's COVID-19 response. Each research supervisor/faculty lab director/principal investigator must implement a ramp-down plan for their lab or research team, identifying essential research activities, which are those that would be excessively costly, result in significant loss of data, or pose a health or safety risk if not continued on-site by essential personnel only. Non-essential activities are to be conducted remotely by research staff or students, and might include literature reviews, experimental design, data analysis, use of digitized archives and online research collections, numerical calculations, software development, video and phone interviews, and writing. Consult with [the Office of Research and Sponsored Projects](#) for additional information pertaining to guidelines for ensuring continuity of externally funded research projects during the COVID-19 response.

Environmental Health & Safety has initiated [a survey on essential lab maintenance](#) (who needs it, who provides it). Faculty, please complete the survey so an accurate assessment of needs can be made.

### LIBRARY REMOTE ASSISTANCE

At this time, students may email [the subject librarian for their subject area to request assistance](#). Subject librarians may continue working with them via email or switch to a video platform such as Google Meet for screen sharing, etc. Subject liaison librarians may also be recording short research demos for faculty to share as needed. You can also visit [Rapidly Shifting Courses for Remote Instruction on ZSR's website](#). ZSR will be emailing faculty with more information soon.

### STUDENT ADVISING AND REGISTRATION DEADLINES FOR ADVISING AND SUMMER SCHOOL

The Office of Academic Advising has been updating their [website](#) with the most recent information. At this time, OAA will offer its services and availability for planning and academic consultation via email, phone, Google Hangouts, and other remote means. An extension of the advising and major/minor registration period will last to April 3. At this time, general rounds of registration will take place April 6-12 (round one) and April 13-19 (round two). Please note that Summer Registration will be delayed one week and will begin March 23.

## And don't forget

