

**MEMO - March 11, 2020**

**To: CUC Faculty and Staff**

**From: O. John Zillman, Sr. VP/Academics**

**Subject: COVID-19: E-learning Test Date Change and Additional Response Guidance**

To CUC Students, Faculty and Staff:

On Monday, March 16, the CUC community will return to campus from Spring Break. To that end, I wish to provide an update on the University's COVID-19 planning, reiterating that we continue to take all relevant factors into account related to our decision making and keeping in mind the best interests, health, and safety of the entire campus community.

At this point in time, the Spring Semester will continue as scheduled with no interruption to University academic and business operations. Contingency planning for multiple COVID-19 related scenarios continues at the administrative level. The first initiative in this is to test CUC's capacity for going to a completely online e-learning environment should the need arise.

**As the COVID-19 situation continues to shift on a daily basis, the previously announced test of the University's complete E-learning environment has been rescheduled to Wednesday, March 18 through Thursday, March 19.**

**Related to the E-learning contingency test:**

- ALL undergraduate and graduate face-to-face classes, including those held at graduate cohort instruction sites, will shift to an online/E-learning format on both days indicated above.
- No courses will be taught on campus on those days. This includes evening courses.
- Undergraduate and graduate students who regularly commute to campus are strongly encouraged not come to campus on these dates. Those students should attempt to access the E-learning environment from an off-campus location to the best of their abilities.
- Residential students should take part in the online courses from a non-classroom campus location (eg. residence halls, Cougar Den, Library, student lounges, etc).
- Faculty members are strongly encouraged to conduct their classes from home. Doing so will allow us to identify potential challenges, issues and technical glitches, and in order to make adjustments as necessary.
- Support services for instructors will remain available. Due to the now-abbreviated lead-time for the test, instructors of face-to-face classes should accelerate planning for the trial run of all-online instruction. Faculty/staff may access [Academic Continuity Resources](#) online and/or may also rely on colleagues familiar with online instruction.

- General campus services will remain operational during these days, including foodservice, the Library, student support services, Chapel, the Bookstore and the Fitness Center.
- All planned co-curricular activities (e.g. athletic practices, music ensembles, student club meetings, etc.) will continue as scheduled on March 18 and 19.

#### **Beyond the contingency test:**

- It is our current assumption that a potential future move to an E-learning environment would only affect face-to-face courses, with faculty and students conducting coursework online and off-campus. However, in this scenario general on-campus operations would continue uninterrupted, with staff reporting to campus as regularly scheduled.
- CUC's Emergency Response Team continues to closely monitor developments at the national, state and local levels and in consultation with the President's and Academic Cabinets—with a focus on all possible options necessary to successfully bring the current academic term to a conclusion.
- All individuals who have travelled during Spring Break are strongly encouraged to follow the University's new Travel Reporting Requirements as detailed in an earlier email. Those requirements and a link to the reporting form are available via CUC's [COVID-19 webpage](#).

In addition, and to safeguard the campus community, persons traveling to areas that are listed on the CDC travel warning register may be required to report any health issues and/or remain away from the campus for 14 days upon return to the U.S. to ensure that they have not contracted the COVID-19.

- If you experience symptoms which you believe may be related to the COVID-19 and before seeking face-to-face care, you are strongly encouraged to stay home or in your residence hall room and **CALL** an off campus health clinic or your preferred healthcare provider for a preliminary screening. Resident students should notify their Residence Director.
- Individuals who choose to self-identify with compromised immune systems should reach out to the University to discuss possible accommodations as follows:
  - Students: Contact Mary Wink, Academic Support Coordinator at [Mary.Wink@CUChicago.edu](mailto:Mary.Wink@CUChicago.edu)
  - Faculty/Staff: Contact the Office of Human Resources at [HR@CUChicago.edu](mailto:HR@CUChicago.edu)
- Additionally, the college deans, registrar and senior academic leaders will be meeting frequently to determine the scope of communications necessary for faculty and students should a longer period of E-learning environment be necessary. These would include those involving external partners/sites (e.g. student teaching, some internships, field work, campus ministry, invited guest speakers, etc.).

CUC's response to COVID-19 remains very fluid situation and every effort is being made to maintain effective communication and make the best decisions possible. **Please remain vigilant for additional announcements, which may require a change of plans on short notice.** Together, and by God's grace, we will persevere through this challenging situation.

Thanks.