

Subject: Covid-19 and teaching!

Date: Tuesday, March 3, 2020 at 10:16 PM

Dear Colleagues,

While the Coronavirus (Covid-19) has not yet directly affected our campuses, it most likely will, and it is important for all of us to be prepared. You have already heard some more general information; the purpose of this message is to focus specifically on how Covid-19 may impact the teaching environment at Linfield by covering issues about illness and classes - what to do to prepare in case we have disruptions; what to do if you get ill; and how to work with students who may get ill or need to be quarantined for 14 days due to exposure.

Faculty

Please start right now planning how your class can continue remotely, if needed.

- Do you currently have online resources posted on blackboard or can they be made available on blackboard or in other ways?
- How can you address the work that is done in class? Do you have recorded lectures? Can you stream a lecture live?
- Can you host live office hours through blackboard or other ways?
- Can students turn assignments in through blackboard, Turnitin, or email?
- Are there other resources that you can use? (online library references, YouTube videos etc.)
- **If you're looking for additional resources, see the attachments prepared by Jane Wilde in OCE.**

Faculty *If you are sick:*

- Please do not come to class.
- We recognize that you may be working with your own medical providers and you should follow their directions.
- Please notify Academic Affairs (aaf@linfield.edu) and your department or department chair, if you are ill to let us know if you are quarantined.
- Communicate with your class to let them know how your class will continue to be delivered, what can be done remotely, what you expect, and how you are planning to facilitate the learning outcomes for the course.

If you have sick students

- Students are being told if they are quarantined or sick they need to get in touch with their faculty.
- In order to extend consideration to ill students, course attendance policies will need to be waived. Students may not be able to provide a doctor's note, if quarantined.
- If laboratories are missed, please allow students to make up the laboratories when they return or give alternative assignments that meet the learning goals.
- Work with individual students as best as possible.

Linfield has developed more information located on the [Student Health, Wellness and Counseling Center webpage](#)

To help prevent the spread of flu germs, the college is sanitizing keyboards in labs and the library more frequently, as well as wiping down handrails and doorknobs as often as possible.

Take care!

Susan

Susan Agre-Kippenhan
Provost and VP for Academic Affairs
Linfield College
900 SE Baker Street
McMinnville, OR 97128
P 503.883.2270 F 503.883.2635

