THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

UAH FAQs for Employees

- *Is UAH going to close?*

  Based on recent developments, discussions with leadership on University of Alabama System campuses and with other institutions, and advice of the University of Alabama System Task Force, the UA System is making immediate preparations to transition to on-line or alternate instruction for all academic courses to protect the health and safety of our communities. Beginning on March 16, UAH suspended face-to-face instruction. Coursework and tests will be provided through remote delivery or online. UAH is moving to limited operations as quickly as possible.

- *How will limited operations work?*
  Unless an employee's presence on campus is deemed essential or otherwise necessary by their supervisor, employees should pursue discussions about telework options with their supervisors. To facilitate the move to limited operations, the University is canceling classes and all student-related educational activities March 19, 20, and 23. On-line instruction will resume March 24. Classes that were online before the transition of face-to-face classes to remote delivery are unaffected by this cancellation notification.

- *What is UAH doing to prepare for the novel coronavirus?*
  The novel coronavirus (COVID-19) outbreak is evolving quickly. The University of Alabama System and UAH leaders are monitoring the situation closely and are in continuous communication with public health officials.

Online & remote teaching resources

- *Are UAH classes moving to remote instruction?*
  Beginning on March 16, UAH has suspended face-to-face instruction. Coursework and tests will be provided through remote delivery or online. UAH is moving to limited operations as quickly as possible. To facilitate the move to limited operations, the

University is canceling classes and all student-related educational activities March 19, 20, and 23. Remote delivery of instruction will resume March 24. Classes that were online before the transition of face-to-face classes to remote delivery are unaffected by this cancellation notification.

- *What should faculty do to prepare for online instruction?*
  The UAH Enhanced Teaching & Learning (ETL) team of academic technologies and instructional designers have prepared some helpful tips to keep your class on schedule when you can't meet in person. ETL provides an array of tools that allow faculty to continue teaching remotely. These tools can also be used to continue hosting office hours and regularly scheduled meetings (https://www.uah.edu/etl).

- *What help is available for faculty/instructors who have never taught classes online?*
  UAH's Enhanced Teaching & Learning (ETL) team will provide one-on-one guidance and help in decision-making and technology utilization should you need it. Additionally, we will offer faculty workshops remotely via Zoom.

Technology resources for remote work, or teleworking

- *What is telework?*
  Telework is a work arrangement in which an employee is permitted to work from home or another approved location for all or part of the employee's workweek. It is a work alternative that is appropriate only for some employees and positions. Telework requires supervisory approval.

- *Who decides whether a position or employee is suitable for telecommuting?*
  While not all positions are eligible to work remotely, a temporary arrangement can be viable in circumstances where the employee and work are compatible. Working remotely should be discussed and approved in advance. Telework requires supervisory approval.

- *What can I do now to prepare to telework from home?*
  - Ask your supervisor what work-from-home expectations may be.
  - Ask and assess what resources you may need to safely and successfully perform your work duties at home.
  - If you do not have those resources and they are not available, discuss potential options with your supervisor.

Resources for researchers

- *Will current research continue and what is UAH doing to prepare for disruptions related to the novel coronavirus?*
  For now, research activities should continue. However, Principal Investigators (PIs) and lab directors should plan now for reduced workforce due to illness or local school closures. Therefore, we are asking all PIs and directors of laboratory facilities to develop contingency plans for their own labs.

- *What is the status of research involving undergraduate students?*
  Undergraduate students involved in research, internships, or contract related activities should contact their immediate supervisor to determine the status of their activities.

- *What is the status of research involving graduate students?*
  Research conducted by graduate students and postdoctoral fellows will continue, although it is expected that research mentors articulate a plan for these individuals and allow flexibility due to illness or other personal concerns. Please be aware that these guidelines will be updated as conditions change.

Employee travel resources

- *What travel restrictions are in place?*
  The UA System's restriction on ALL non-essential international and domestic travel remains in place. Consistent with UA System guidance, any and all University meetings should be conducted by electronic means.

- *If I have traveled to an affected area, what should I do on return?*
  Any and all travelers returning to the U.S. or coming to the U.S. to participate in UAH-sponsored business or programs, must comply with all U.S. re-entry, quarantine, self-isolation or self-monitoring requirements in place before returning to or engaging with the university community. To the extent a traveler is monitored or otherwise reporting to UAH during any monitoring period, the traveler must receive express approval from UAH in order to return to the university community.

- *Should I cancel my non-UAH related Spring Break travel plans?*
  If you choose to travel to impacted areas for personal reasons or with affiliate programs, you will be subject to any regulations and advisories of the U.S. government and other relevant agencies. Personal travelers and those traveling with affiliate programs will be required to comply with all U.S. re-entry and quarantine requirements in place, and must verify to UAH that they have done so prior to returning to the university community. Employees and students taking personal trips to an impacted area (including layovers through an impacted area) must be prepared to comply with self-isolation requirements upon their return.