



August 14, 2020

Dear Faculty,

Our first-year students begin to arrive today. No doubt they are looking forward to, and probably nervous about, the start of their first college classes next week. Aren't we all? We are facing an academic year that is unlike any before. We will, no doubt, encounter bumps in the road and will need to be flexible, adaptable, and patient to support our students effectively. Thank you for all your efforts and for what is still ahead.

I write today to (re)share important information related to preparation for the semester on several key topics.

### **Faculty and Staff Testing**

The University will provide COVID-19 testing for all faculty and staff who will be working full- or part-time on campus during the fall semester. All employees who will be teaching on campus or coming to campus for business purposes this fall are strongly encouraged get tested, but testing is not mandatory. Testing will be available at no cost and will be conducted by SecureHealth. The testing will be conducted on **Aug. 26, 27, and 28**, from **9 a.m. to 6 p.m.** in the West Concourse of the Robins Stadium. The testing check-in entrance will be located at Gate 3. Faculty and staff **must register in advance** for a testing appointment by going to this link: [bit.ly/UREmployeeCovidTesting](https://bit.ly/UREmployeeCovidTesting).

### **Student Conduct**

The University has sent students and parents clear [messages](#) on revised standards of behavior expected by the [Healthy Web Compact](#). They face stricter penalties in a number of situations especially hosting off-campus parties and not following isolation and quarantine rules. Students have been notified of [Interim Student Conduct Policies](#) that support the health and safety of our community in these unusual circumstances.

### **Teaching Symposium**

Next week on Wednesday the 19<sup>th</sup> at 9:00am the Faculty Hub will be hosting a "Back to Teaching Symposium." Faculty Senate leaders will moderate the Q & A. To submit a question before the event, please send your question to Faculty Senate President [Thad Williamson](#). The Zoom link for the event is <https://urichmond.zoom.us/j/96904902028>.

### **Technology in the Classroom**

Looking for any of the following related to training for technology?

- The training video

- The PPT used as a guideline for training
- The step-by-step procedure guide that will reside in each classroom

You will find all three [here](#) on the SpiderTechNet website.

Note that a few classrooms have not yet been completed. They are: Robins Center ambulatory level – A41, A42, A43, A44, and Weinstein Recreation 122-CRT 3. These spaces should be completed shortly, and training will happen as scheduled, beginning on Monday, August 17<sup>th</sup>. For information on the training sessions still ahead, please see the [classroom training schedule](#).

Although we were fortunate to order microphones early and thus gain access before the supply crunch hit, we are still waiting on delivery of some of the mics and transmitters. Those will be installed as soon as they arrive. For more information regarding the standard technology configuration that will address the need for simultaneous in-room instruction and remote instruction, please review the [Standard Classroom Technology Overview](#) on SpiderTechNet.

### **Building and Classroom Access Hours**

All buildings and classrooms are now open M- Fr, 8a – 5p. If faculty/staff have any issues with getting into a building or classroom – call 289-8585 and the Events office can assist. Any requests outside that time frame should be directed to URPD @ 289-8715

Note: the following rooms will not be accessible on **8/15-16** due to student orientation. Jepson 102, 205 RSB, Band Room-Booker Hall, Jepson Faculty Lounge, 109 Richmond Hall, 201 Richmond Hall, 111 Sarah Brunet Hall , WSTN 307, Jepson 107, Ukrop Aud Q162 Plus Boatwright Patio Tent, International Commons, Whitehurst Living Room, Jepson Lecture Hall 118, Brown Alley Rm 313, Weinstein Hall, Canon Memorial Chapel, Gottwald Science Center A001, C112, C114, D115, D116.

### **Faculty Checklist**

The University Faculty Senate has helpfully created a “[Faculty Checklist](#)” to assist faculty in navigating all that they need to do as they start the semester.

### **Attendance Taking and Seating Charts**

For community health reasons faculty are responsible for keeping track of in-person student attendance and seat placement in all class meetings. Faculty should be prepared to quickly provide this up-to-date information to university staff or the Virginia Department of Health upon request. Faculty have flexibility on how they decide to collect and store this information. The [Faculty Guidelines for AY 20-21](#) give more information about classroom policies and best practices.

Thank you again for all you have accomplished this summer and the work that has made possible the return of our community and the opening of the academic year.

Sincerely,  
Jeff

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Executive Vice President and Provost  
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