

September 29, 2009

Dear Deans and Department Chairs:

The campus is ensuring we have plans in place to manage the anticipated impact of the spread of H1N1 on campus, and hence you may have noticed the advisories from the Chancellor and the Vice Chancellor of Administration. The most current planning information available at this time can be found at <http://www.ucdavis.edu/emergency/h1n1/>. With this information before us, we ask that you begin discussing it with faculty and planning to assure Academic Continuity.

As departments begin discussions, please consider the following:

- How will we cover scheduled teaching if one or two faculty members are ill and are asked to remain home for five days?
- How will we alter our planning for the first question when two or more faculty are asked to remain home for five days?
- What will be our priorities if there is only one faculty member available to teach in the department? (We realize this is an extreme and unlikely case.)

Deans' Offices should consider the following:

- What resources can we provide departments that are impacted by staff or faculty illness?
- At what point should departments contact the Dean's Office?
- How will the Dean's Office track the impact on departments?

Ill students will be asked to stay away from classes if they can infect others. We would like to help reduce student concerns about missing classes, tests, labs, etc. Teaching faculty might want to consider announcing how those who need to stay home will be accommodated. The following are some questions to consider in crafting an announcement:

- How will students get access to materials presented in class during their absence?
- How will exams be administered if a significant number of students can't attend the exam?
- What type of documentation will you require of your students if they are absent? Please consider using the documentation described in the resources section, below, concerning the Student Health System.

We realize every member of the campus community is taxed with managing budgetary reduction impacts including furloughs. It may be tempting to forego planning and hope that the H1N1 virus does not seriously impact our operations. The fact is that H1N1 has already impacted members of the campus community. Furthermore, this planning, once implemented for H1N1, will translate to nearly any emergency your departments, schools and colleges may face. The time is worth taking to help faculty, staff, and students address in an orderly way the disruptions of ordinary instructional processes that may occur in the event of widespread illness.

RESOURCES

1. Both the Teaching Resources Center and the IET-Academic Technology Services units can assist faculty members who would like to develop strategies in the event that you or your students are affected by the virus. See <http://trc.ucdavis.edu/> and <http://ats.ucdavis.edu> for services and contact information.
2. The Student Health System will offer an alternative to our standard practice of documenting student illness to instructors. It has generally been our campus practice to require students to provide instructors with documentation of their illness, whether from private physicians or the staff of Cowell Student Health Services (SHS). However, we wish to remind instructors and department staff that the volume of students who are likely to be diagnosed with this illness is likely to be substantial, making the provision of individualized documentation unworkable. In addition, the public health directive to keep ill individuals at home will preclude many students from presenting to health facilities for the sole purpose of obtaining a written form of documentation.

Because of the need to keep potentially overwhelming numbers of potentially contagious students from coming to campus, SHS medical staff will be working with many students over the phone or via email communications. For those whose illness meets influenza diagnosis criteria, staff will be providing self care advice along with public health recommendations for school and work absence, encouraging them to remain off campus until recovery. In such cases SHS will also be giving students an email version of the flu illness self-care advice and public health recommendations which can serve as both a reminder of the advice and a verification of illness document.

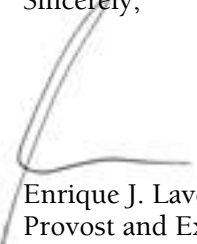
SHS will be advising students that they may either copy and forward this documentation electronically to faculty and staff if needed ASAP (without coming on campus), or, alternatively, download the document and bring it into the instructor/department as illness verification after their illness has resolved. We ask that instructors and department staff accept this level of documentation in the effort of promoting a healthy campus. Any questions or concerns regarding the authenticity of these electronic documents can be directed to the health center director, Michelle Famula, by phoning the Director's Office at 752-2333 to ensure confidence in the integrity of the process.

3. Information and Educational Technology (IET) invites faculty to visit the IET Pandemic Preparedness Web site at <http://iet.ucdavis.edu/pandemic>. This site will shortly include materials that describe the technology-based options, services, and resources faculty may wish to use as temporary alternatives to traditional classroom lectures, discussion sections, or office hours.


A brief announcement will be distributed and posted on the IET and Senate Web sites when the IET site is available. As more information becomes available about the H1N1 influenza, updates about IET preparedness measures and services and additional guidance will be available to the campus community through the campus and IET pandemic Web sites, at <http://pandemic.ucdavis.edu> and <http://iet.ucdavis.edu/pandemic/> respectively.

Thank you for your efforts to keep all members of the UC Davis community in good health, and your support for our collective efforts to reduce the spread and impact of this virus.

Sincerely,



Enrique J. Lavernia
Provost and Executive Vice Chancellor



Robert L. Powell
Chair, Davis Division of the Academic Senate

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c: Chancellor Katehi
Director Famula
Medical Director Ferguson
Chair of the Graduate Council Knoesen
Emergency Manager Lucas
Vice Chair of the Executive Council Oakley
Vice Provost Siegel
Vice Provost Turner
Vice Chancellor Wood
Chair of the Undergraduate Council Yoder