# BCOE COVID-19 ONLINE Q&A

MARCH 12, 2020

OPENING REMARKS

UCR BCOE COVID-19 Task Force

- Jay Farrell (Task Force Chair)
- John Cleary (BCOE IT)
- Victor Hill (CSE IT)
- Angela Meluski (Communications)
- Marco Princevac (Chair for Academic Affairs Continuity Planning)
- Chinya Ravishankar (Research Infrastructure)
- Veronica Ruiz (Chair for Operational Affairs)
- Maggie Souder (Physical Operations)

AGENDA

1. UCR Operations
2. Staff Policy
3. Meetings and Events
4. Instruction
5. Research
6. Q&A: https://www.engr.ucr.edu/covid-19-information-page
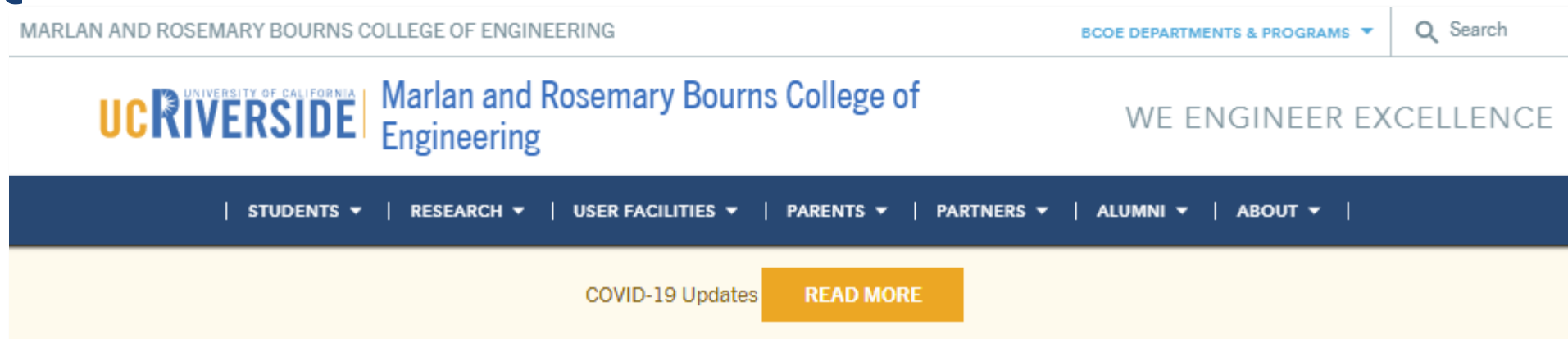
BCOE STAFF GUIDANCE

General Information

- First and Foremost, your health and safety is top priority!

- No offices/departments can physically close. The campus is open and operational. Research activities are expected to continue. Some students will remain on campus.

- We have been directed to take a week by week approach through April 3, 2020.

- Your assistance to continue operations and minimize disruptions to our community is critical.

Work Arrangements

- BCOE will be authorizing some level of telecommuting (part-time or full-time depending on individual circumstances). Employees need to work with their direct supervisors for approval.

- Units will be required to submit a staffing plan to the Dean's Office for approval. At minimum, units need to be staffed by two individuals in the office.

BCOE STAFF GUIDANCE

Telecommuting

Group 1: Supervisors and staff who are in the [CDC COVID 19 High Risk Populations](#) should work with their supervisors to transition to telecommuting as soon as operationally feasible.

Group 2: Supervisors and staff required for ***on-site continuing operations*** for functions that cannot be done remotely will continue to report to the office as determined by department managers.

Group 3: Staff who are ***fully equipped*** with tools and access to perform their function remotely and are approved by their department manager to telecommute can begin as soon as their departmental staffing plan is approved by the Dean's Office.

Group 4: Supervisors and staff who are ***not yet equipped to work remotely***, but whose function can be performed remotely when equipment is available, will continue to report to the office until they have been equipped to work from home.

BCOE STAFF GUIDANCE

Telecommuting

- To assess whether remote work is operationally feasible, refer to the Assessing the Feasibility of Remote Work during the Novel Coronavirus 2019 (COVID-19) Outbreak Guidelines.

- In order to provide maximum flexibility during this fluid situation, telecommuting agreements will not be required.

- Supervisors can consider a reasonable rotation of staff schedules that is acceptable to minimize impact to operations.

- Staff and supervisors who are authorized to telecommute must be available to report to the office on an as needed basis and will need to have continual communication with their supervisors/offices.

- Employees need to establish their work schedules and provide contact information in order to be reached during business hours.

BCOE STAFF GUIDANCE

Leave Administration: UC SYSTEM-WIDE PROVISIONS

1. Employees unable to work due to their own or a family member's COVID-19 illness should use available leave balances (e.g. sick leave, PTO-sick, or other accrued leave), and if there are no available leave balances, the University will provide up to 14 days paid administrative leave to cover the absence.

2. Employees unable to come to work due to public health or University-required quarantine or self-isolation measures may work remotely if operationally feasible. If remote work is not operationally feasible, employees should use available leave balances, and if there are no available leave balances, the University will provide up to 14 days paid administrative leave to cover the absence.

3. Employees unable to come to work due to a COVID-19 day care or school closure that requires them to be home with their child may work remotely if operationally feasible; if remote work is not operationally feasible, employees may use available leave balances including sick leave.

4. If remote work is considered to be operationally feasible, the employee will be considered to be on paid work status. Employees in positions who are directed not to come to work by the University and are unable to work from home due to the nature of their work (as determined by the location), may be allowed up to 14 days of paid administrative leave.

5. Benefits – Generally, an employee granted a leave with pay will continue to receive all benefits related to employment. Special limitations or requirements that apply to certain types of leaves are addressed in the provisions specific to those leaves in PPSM 2.210.III.A.6.

UCR POLICY: MEETINGS, EVENTS, AND GATHERINGS

- **Large Gatherings (150 people or more):** Cancel, postpone, or move to an online platform

- **Other Gatherings (less than 150 people):** Cancel, postpone, or move to an online platform. If these options are not feasible, in-person gatherings for less than 150 people require approval from the Provost (working with the Dean's Office) and must include proactive measures for social distancing and hygiene.

- **Campus Visits (15 people or more):** Cancel or postpone non-essential visits by groups of more than 15 people. Examples include: campus tours and other events that bring visitors to campus.

- **All Other Visits (15 people or less):** Conducted online or via teleconference.

- **Athletic Events:** All UC Riverside-hosted athletic events are scheduled to continue, however, events will now be "fan-less," meaning there should be no fans at the events.

INSTRUCTION: GENERAL

- Winter Finals
  - Not face to face
  - Online or take home

- Spring
  - Instruction is online only
  - Office hours also should be online only

Plan for the quarter, even though only officially April 3 at this time

INSTRUCTION: GENERAL

Setup and practice your HW and SW approach now; while systems support is not overloaded and you are not hurrying to lecture

- Buy required HW now (i.e., document or web camera)
  Use Web Cam as document Camera by pointing it down at paper on desk

- Take advantage of UCR SW licenses

  - Zoom works well with a wired connection; Avoid wireless

    - BCOE requested **Zoom Pro** licenses for all BCOE instructors on Tuesday. Check now. It should be working.

    - Zoom tutorials are online: Zoom, BCOE FAQ page, and UCR KeepTeaching

- Schedule your online lecture using a recurring meeting so that you only have one Ilearn online lecture posting

  - Use the same meeting ID for all class events: lecture, office hours, etc.

  - Email online lecture hosting info (e.g.: https://ucr.zoom.us/j/807938575) to Kimberly Wolfe; She will post it to Banner

- Talk with your TA now to ensure they know what to do and have SW/HW access

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INSTRUCTION: LABS

- Software Labs: Proceed remotely with TA available online (e.g., Zoom)

- Physical Labs: Plan now; Talk with your Chair
  - Record TA or instructor doing lab and sharing data
  - Inexpensive take-home materials
  - Virtual labs

- Richard Edwards (Director of Xcite) is a knowledgeable UCR contact
  - Willing to help and advise

RESEARCH

- Safety is paramount
  - Nobody should work alone, but social distance is useful
  - Please close doors that are propped open
  - See the "Research Continuity" section of the BCOE FAQ page
  - See the "COVID-19 Guidance for UCR Researchers" RED email

- Please evaluate your research enterprise:
  - Proposals can still be processed; RED is open
  - Keep research moving forward, with researchers working and making progress. They need to be working on a project to be paid or for visa. You are encouraged to allow remote work, but remote work is not required.
  - Evaluate whether your lab contains anything that requires attention for safe operation. If so, discuss with department LSO.

PLEASE ASK QUESTIONS

- Use chat rather than audio

- The chat is being recorded:
  - Selected questions are those best suited for large group answers
  - Questions that affect smaller groups will be answered outside this meeting
  - Response information will be posted on the BCOE FAQ page

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