



17 March 2020

Dear CLM colleagues

Following the announcement from SET yesterday, the Faculty Executive Committee (FEC) has just met to clarify what the plans are for the short and medium-term in our Faculty. We are sending this information to you, but realise there may well be additional questions you have. Please work with your Heads of Schools if there are still issues that are unclear – the situation is evolving daily and we are responding as efficiently as possible, but there may be gaps.

STUDENT RECESS

As of today, the university is officially in recess for students. Think of this as any other term break when students are off campus. We have additionally taken the difficult decision that it would be prudent for students to vacate residences. This decision was taken after advice from the best medical specialists in our community, and from institutions such as the National Institute for Communicable Diseases (NICD). We recognize this is not ideal, but we are in the midst of a global crisis and there are no ideal options – our responsibility as the university is to do whatever is in our control to reduce the spread of the epidemic.

STAFF

We expect academic staff to continue with their academic activities working on or off campus as appropriate in the circumstances. Where there is no need to come onto campus people should exercise caution and work remotely if this is feasible. This would be the normal practice during student recess anyway. The administrative functions of the university will continue as normal, albeit on a very much reduced level. We are hoping to be able to function with management and a skeleton staff being present on campus to perform essential duties. Your line managers and Heads of Schools will provide further information on how this will work and who is required to be on campus at what times. This is not a holiday period colleagues. It is a new work arrangement enforced on us by this epidemic.

We will be using this period to make preparations to move our teaching to an online platform, in the event that the current challenges will not allow us to resume contact teaching for the next teaching block. You will shortly be receiving guidelines from our online team – Greig Krull and Fiona Macalister – which will give you all the information you require.

The following practicalities should be noted:

- All staff, particularly academics, are expected to use the next two weeks to be fully prepared for 1 April.
- Division heads and managers must urgently communicate with their teams on where each person will be and what their duties are over the next two weeks.
- If PAS have been granted permission to work from home, it is your responsibility to ensure you have all the tools you need (i.e. 3G etc.). What we cannot afford is a situation of staff being at home but unprepared to continue working.



TEACHING

Colleagues we all know that the two essential things we have to do now is 1) wash our hands and 2) implement social distancing. For this reason, and because it is our responsibility to minimize contact and potential “hot spots”, all contact teaching is cancelled immediately. Additionally, as students are on recess there will be no tests, assessments or exams during the next two weeks.

The following practicalities should be noted:

- Staff who have teaching, revision, panels, tests and exams to use SAKAI, Zoom, MS Teams or preferred medium
- All staff, particularly academics, are expected to use the next two weeks to plan for online teaching and assessment, familiarize yourselves with the tools, and be fully prepared for when teaching resumes.

[Please note that the two Schools at the management campus – WSG and WBS – have been working very hard over the past two weeks preparing around Covid-19. They have separate arrangements that do not apply to the four undergraduate Schools on west campus].

MEETINGS

We are anticipating the cancellation of all meetings in order to comply with the social distancing policy. In the event of an urgent meeting being necessary, all precautions will be taken to keep the environment clean and safe. As much as possible meetings should be held remotely through the use of technology. All staff have been asked to wash hands, keep surfaces clean and maintain a 1.5m distance (the FEC met in the Chalsty lecture theatre and were spread out across the theatre with at least a 1.5m distance between everybody).

There will be many questions that we are simply unable to predict or answer at this time. Please do whatever you can to create a climate of calm. You must remember the university is currently virus free as far as we know. The students are looking to staff members to provide guidance and leadership. These are scary times I realise, but we will lead by example. We are using the best epidemiologists and virologists to guide us through this difficult time.

I urge you all to play your part in history, to pull together and strengthen a community of care, of dedication and professionalism.

And wash your hands!

Kind regards

A handwritten signature in black ink, appearing to read 'Imraan Valodia'.

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