



DARE TO DO MORE

March 10, 2020

Dear Faculty & Staff:

I want to provide an update as the LaGuardia community collectively responds to the 2019 novel coronavirus (COVID-19). We are taking the threat of coronavirus very seriously, and actively preparing to ensure the safety of students, faculty and staff, along with the continuity of our operations. To date, we are aware of no coronavirus cases at LaGuardia.

Our response must be guided by public health experts at the Centers for Disease Control and both City and State Health Departments, as well as our colleagues at CUNY Central.

Given the rapidly changing developments, it's important that we anticipate and plan for a wide range of scenarios, while taking precautions that can prevent transmission and reduce the fears that arise in times of uncertainty.

In a previous note, available on our now expanded [Coronavirus webpage](#), I described the steps you should take, and the College is taking, to enhance prevention.

Below I want to discuss steps that we are taking to strengthen our ability to continue to provide academic and support services to our students. All the VPs and I are meeting regularly to discuss plans in the event of campus closure; earlier today, the provost and I met with the academic chairs as well.

Strengthening Our Capacity to Deliver Academic and Support Services to our Students

Given the potential for an interruption in our ability to provide in-classroom education and support to our students it is essential that every faculty and staff member, across the institution, take steps to prepare for the possibility that we may need to close the campus. We are a complex institution and every department and program will need to plan on steps it should take to be able to continue our work to teach and support our students. Below are recommended steps that should be taken:

Steps All Faculty and Staff Should Take to Ensure Continued Operations

- Ensure that all your contact information with your supervisor, program or department and with the HR Office is up-to-date.
- Make sure you have easily accessible contact information for your supervisor and your colleagues.
- Make sure that you can log into all the CUNY systems that you might need — [Office 365](#), [Dropbox](#), [CUNYFirst](#), [Blackboard](#), etc. Please keep in mind that some of the resources you will need require your CUNY login while others use your campus username/password.
- Check your access to technology from off-campus using your personal devices. For example, can you use a personal desktop, laptop and/or mobile device such as a phone or iPad to access CUNY systems remotely? This is a good opportunity to make sure that all your operating systems are up-to-date and compatible with any software you might use
- Test forwarding your office phone calls to your home phone or personal cell phone and changing your office voicemail message.
- Sign up for direct deposit of your paycheck.



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Steps Faculty Should Take to Ensure You Can Teach Your Classes

Closure of LaGuardia, or a widespread quarantine in New York City, would of course disrupt all our lives, including our students. It will require all of us, as educators, to continue our work with compassion and flexibility, while holding space for the disruption in our own lives.

Decisions about whether we would have “make-up” classes or an extension of the semester are premature. For now, your preparation should involve determining if and how you can deliver your course remotely. I fully realize that courses cannot be easily shifted to an online mode mid-stream; nevertheless, while this is an imperfect and probably partial solution, please make a good-faith effort to prepare for this possibility. In the attachment to this email from Assistant Dean Eric Hofmann, you will find resources for doing so. You should also of course work with your chairperson and colleagues on specific implementation strategies,

As an immediate step for all faculty, if you haven’t already: Identify a clear mode of communication that will allow you to communicate course changes with students. Make sure your students know the best way to reach you (email, voice mail, personal phone, etc.) in the event that the College closes.

Steps Staff Should Take to Ensure We Support Our Students

I am asking each program and office to develop a continuity plan for how you can deliver services to students. We recognize that programs may face unique barriers and encourage you to work with your supervisors and Vice Presidents to develop these plans. A few things to keep in mind:

- Now is the time to work with your supervisor, Deans and Vice President to determine if you can do your work from a remote location.
- Student privacy must be maintained. While working away from the office, please ensure that all student information is kept confidential.

As the situation develops, we will keep you updated. Please continue to visit the LaGuardia [Coronavirus webpage](#) to find out the latest developments.

Colleagues, these are not easy times and I truly have such great respect for all you do to advance our shared mission.

Sincerely,

A handwritten signature in cursive script that reads "Paul Arcario".

Dr. Paul Arcario
Interim President