VIRTUAL TOWN HALL QUESTIONS

ACADEMIC AFFAIRS

QUESTION: Please explain HyFlex to all?

ANSWER: By definition "HyFlex modality" is a course design in which students meet in person on some class days and attend remotely on other days. Courses are delivered both in person and online at the same time by the same instructor. Considering social distancing a limited number of students can be in-seat and others would be remote.

To learn more, faculty may consult the work and scholarship of Dr. Brian Beatty. The Division of Academic Affairs will be hosting discussions and workshops on this teaching modality and strategies designed to assist faculty with appropriate adoption and application.

************************

QUESTION: Will faculty be surveyed about Canvas? Is there a chance to go back to blackboard or ensure that we have all the capabilities of Canvas?

ANSWER: The University has adopted Canvas as its new learning management system (LMS). Materials and information are still accessible from Blackboard, but it will not be used as the main LMS.

************************

QUESTION: Are students continuing classes after Thanksgiving?

ANSWER: Yes, classes will continue after Thanksgiving in accordance with our fall calendar. The mode of instruction will be remote for all classes after Thanksgiving (i.e. for the last week of classes).

************************

ATHLETICS
QUESTION: How do we renew “Investing in Champions” package?

ANSWER: You may either send an email to Famuboxoffice@famu.edu, call 850-599-3141 or contact the Associate AD for External Kevin.Wilson@famu.edu

******************************************

COVID-19

QUESTION: The FAMU website says faculty, staff and students are "encouraged" to self-report. But what happens if a faculty member receives notice that a student has tested positive for COVID-19, is there any duty to report this? What happens if a faculty member knows that a student has tested positive for COVID-19 and is appearing in person for class instruction? Is there any duty to report, to protect other staff, faculty and students in the law school?

ANSWER: We have asked faculty with information about a student's COVID status to report the information to Tanya Tatum. Ms. Tatum will follow up with each case and communicate with the student, faculty and the health department as needed.

******************************************

QUESTION: Where in the website does it state that faculty should report a student's COVID status to Tanya Tatum? I looked in the re-opening plan website: http://famu.edu/index.cfm?reopeningplan

ANSWER: It is not stated, but I have conveyed that information during other meetings with Deans and when I have met with faculty in various departments. Our goal is to identify any known cases and their close contacts for isolation and/or quarantine as needed.

******************************************

QUESTION: If we are to go back into the classrooms face-to-face, will students have to be tested?
**ANSWER:** Students are not required to be tested. Our Director of Health Services, Ms. Tanya Tatum, strongly recommends that students self-quarantine for 14 days prior to returning to campus.

**Contact:** Tanya Tatum, tanya.tatum@famu.edu, (850) 599-3777

****************************************

**QUESTION:** With students coming back to campus after the winter break, what procedures are in place to ensure that returning students will not bring community acquired infections back to the university setting?

**ANSWER:** Students are encouraged to test prior to returning to campus and once they return to campus.

****************************************

**QUESTION:** Will the faculty be penalized, if they must use the reasonable accommodations for the COVID high risk status even with physician documentation?

**ANSWER:** No. Any concerns about this can be directed to the EOP office or to genyne.boston@famu.edu

****************************************

**QUESTION:** With students coming back to campus after the winter break, what procedures are in place to ensure that returning students will not be bringing community acquired infections back to the university setting?

**ANSWER:** Students are encouraged to test prior to returning to campus and once they return to campus.

****************************************

**QUESTION:** When the COVID-19 high risk form is completed and a letter has been prepared by the physician to document the member's health status, we're told it may be approved or denied.
Can you address this because if the physician can show cause, what would make the university deny it?

**ANSWER:** Please contact carrie.gavin@famu.edu directly for a reply to this question or you may call the EOP Office at (850) 599-3076.

********************************************************************************

**QUESTION:** How soon will the COVID-19 Reasonable Accommodations Form be processed?

**ANSWER:** As quickly as possible.

********************************************************************************

**QUESTION:** Has the university been made aware of the recently updated CDC guidelines for COVID-19 close contact measures?

**ANSWER:** Yes, we continue to monitor guidance from the CDC, as well as state and local health officials.

********************************************************************************

**HOLIDAY BREAK**

**QUESTION:** Will the University be closed Wednesday, November 25, 2020 before Thanksgiving?

**ANSWER:** As the Holiday Season approaches, we are again pleased to provide our employees a well-deserved expanded Thanksgiving Holiday.

The University will observe the Thanksgiving Holiday beginning on **Wednesday, November 25, 2020.** This is considered an additional holiday and no annual leave usage is required. Thursday and Friday, November 26 and 27, 2020 will remain regularly scheduled University holidays. The University will reopen for business on Monday, November 30, 2020.

********************************************************************************
QUESTION: Will we have a Winter Break Holiday again this year? And if so, will it be expanded like FSU for the full Christmas Week (Monday, December 21 – Friday, December 25).

Answer: As the Holiday Season approaches, we are again pleased to provide our employees a well-deserved Winter Break.

The 2020 Winter Break will be observed during the period of **Thursday, December 24, 2020 through Friday, January 1, 2021**. As authorized by Board of Trustees Policy Number 2005-23, this means that Faculty, Administrative and Professional (A&P), including the Executive Service, and University Support Personnel System (USPS) employees will be granted five (5) paid winter break days, in addition to the Christmas and New Year’s holidays which will be observed on Friday, December 25, 2020 and Friday, January 1, 2021. Due to the terms and conditions of their employment, however, Other Personal Services (OPS) employees are not eligible for the five (5) paid winter break days or the official State holidays.

The University will be officially closed at the end of the workday on Wednesday, December 23, 2020 and will reopen on Monday, January 4, 2021. Salaried employees who are required to maintain essential operations and other staff, including Time and Labor Representatives who are required to process the payroll and year-end closings during the Winter Break will be credited, as appropriate, for the approved hours worked during this period. The hours accrued during the Winter Break will be available for use by affected employees until June 30, 2021.

The University community will be notified if the Winter Break is expanded beyond the 5 days.

**************************************************************

RETURN TO CAMPUS

QUESTION: Given there will be more face-to-face classes in spring 2021, will all employees be returning to campus?

ANSWER: Each campus unit will be making assessments of the level of staffing that will be needed as we move into the spring semester.
QUESTION: Is the Office of Equal Opportunity Programs (EOP) for faculty and staff to contact with underlying health conditions who need to limit their presence on campus in the spring?

CONTACT: Yes. The contact number is (850) 599-3076.

QUESTION: Do you have to do two forms for both semesters, if you have a permanent condition? If so, does that condition has to have another doctor's note or just a new form?

ANSWER: Contact the Office of Equal Opportunity Programs at 850-599-3076 or contact our ADA at sylvia.barge@famu.edu.

QUESTION: If you are a caregiver for someone, what documentation is required?

ANSWER: Please contact the Office of Equal Opportunity Programs at (850) 599-3076 or our ADA Coordinator at sylvia.barge@famu.edu

QUESTION: I take care of a family member who is at high risk for COVID-19. And my partner is also high risk and is extremely opposed to me teaching face to face.

What kind of accommodation is available for a professor with these circumstances?

ANSWER: Decisions will be made based on an individual review after the appropriate steps are completed. Please contact carrie.gavin@famu.edu directly for a reply to this question.

SANITATION
QUESTION: What is the status of the University efforts in upgrading of the air circulation systems? Is there a list of buildings with updated air circulation systems?

ANSWER: UVC Lighting Systems are being installed in all buildings that use multi zones air circulation systems. This effort is expected to be completed Mid November. There is a list of buildings that are receiving these upgrades. Please contact Facilities POM for additional information on the list of buildings.

Contact: POM, (850-599-3197)

QUESTION: Who will be responsible for cleaning classrooms between face to face classes?

ANSWER: Classrooms are sanitized and cleaned daily. Between classes, refill stations stocked with hand sanitizer and disinfectant will be available for students to disinfect their spaces before and after use.

QUESTION: My office has no windows, and barely any ventilation. The sneeze guard in my office is much too small. If we are to have face-to-face interactions, can we please have social distance markers in every office, and bigger sneeze guards that will actually provide protection if someone sneezes or coughs?

ANSWER: Additional PPE and mitigation efforts can be explored during the risk reassessment done through your department. This does include additional signage as well. Please notify your supervisor or reach out to Rica Calhoun at rica.calhoun@famu.edu for additional assistance.

QUESTION: What is the status of the University efforts in upgrading of the air circulation systems? Is there a list of buildings with updated air circulation systems?

ANSWER: UVC Lighting Systems are being installed in all buildings that use multi zones air circulation systems. This effort is expected to be completed Mid November. There is a list of buildings that are receiving these upgrades. Please contact Facilities POM for additional information on the list of buildings.

Contact: POM, (850-599-3197)

QUESTION: Who will be responsible for cleaning classrooms between face to face classes?

ANSWER: Classrooms are sanitized and cleaned daily. Between classes, refill stations stocked with hand sanitizer and disinfectant will be available for students to disinfect their spaces before and after use.

QUESTION: My office has no windows, and barely any ventilation. The sneeze guard in my office is much too small. If we are to have face-to-face interactions, can we please have social distance markers in every office, and bigger sneeze guards that will actually provide protection if someone sneezes or coughs?

ANSWER: Additional PPE and mitigation efforts can be explored during the risk reassessment done through your department. This does include additional signage as well. Please notify your supervisor or reach out to Rica Calhoun at rica.calhoun@famu.edu for additional assistance.

*******************************

QUESTION: What is the status of the University efforts in upgrading of the air circulation systems? Is there a list of buildings with updated air circulation systems?

ANSWER: UVC Lighting Systems are being installed in all buildings that use multi zones air circulation systems. This effort is expected to be completed Mid November. There is a list of buildings that are receiving these upgrades. Please contact Facilities POM for additional information on the list of buildings.

Contact: POM, (850-599-3197)

QUESTION: Who will be responsible for cleaning classrooms between face to face classes?

ANSWER: Classrooms are sanitized and cleaned daily. Between classes, refill stations stocked with hand sanitizer and disinfectant will be available for students to disinfect their spaces before and after use.

QUESTION: My office has no windows, and barely any ventilation. The sneeze guard in my office is much too small. If we are to have face-to-face interactions, can we please have social distance markers in every office, and bigger sneeze guards that will actually provide protection if someone sneezes or coughs?

ANSWER: Additional PPE and mitigation efforts can be explored during the risk reassessment done through your department. This does include additional signage as well. Please notify your supervisor or reach out to Rica Calhoun at rica.calhoun@famu.edu for additional assistance.

*******************************

TELECOMMUTING
Question: How is it that OPS Workers are allowed to work from home unsupervised while full-time USPS employees with underlined health conditions are made to come back to work?

Answer: The University engaged in a phased-in return to work process for all employees starting with the University’s Senior Leadership Team in June 2020. The phased return continued through the end of August 2020 in support of the University’s Academic Reopening Plan.

The Telecommuting Policy is still in effect and will remain so until further notice. Any requests to continue to work remotely, whether that request comes from an OPS, USPS or A&P (inclusive of Executive Service) employee, will be assessed by the immediate supervisor and the decision to recommend working remotely will be driven by operational needs of the department, and whether that work can be performed remotely; and not based on an employee’s classification.

Working remotely (telecommuting) is an employee privilege and a management tool. As such, all requests to work remotely must be assessed and recommended by the Supervisor and approved by the Vice President or President.

Any employee who has been requested to return to work on campus, with an underlying medical condition may seek a temporary reasonable accommodation by contacting the Office of Equal Opportunity Programs (EOP). The employee may also contact human resources regarding other leave that may be available if he/she meets the qualifications or criteria for FMLA, or sick/annual leave.

Contact: EOP, (850) 599-3076

TRAVEL

QUESTION: If there is a need to travel complimentary does it still need to be approved by the Provost?

ANSWER: At this time, all university-sponsored travel continues to be restricted to only essential travel until further notice, unless approved by the divisional vice president or President Robinson.
QUESTION: Is virtual related conferences an option for faculty?

ANSWER: Yes, pending approval by chars/directors/deans and availability of funding.

QUESTION: Is conference related travel allowed for Spring 2021?

ANSWER: At this time, all university-sponsored travel continues to be restricted to only essential travel until further notice, unless approved by the divisional vice president or President Robinson.