


From: Amanda Moore McBride gsswdean@du.edu 
Subject: [col-sw-emp-staff-appt] COVID-19 Update: Decisions and Communications
Date: March 11, 2020 at 11:24 AM
To: elizabeth.ohara@du.edu

AM

GSSW faculty and staff,

I am grateful that the social work profession is guided by values of collectivism, community health, and individual well-being. These values are guiding GSSW's leadership team as we make critical decisions regarding COVID-19.

Our objectives are to follow public health science; ensure continuity of learning and work as much as possible; and support the health and well-being of our community members. Below represents critical decisions and information that affects our school. **Read this email in its entirety.**

Follow Public Health Science

[To limit the spread of the disease, the burdens on our health care systems, and negative health consequences](#), proven preventative measures include [hygiene practices, social distancing, and limiting travel](#). With spring break upon us and then the start of the spring quarter, GSSW is advocating with central DU and awaiting further guidance regarding DU's decisions. In the meantime, GSSW will take necessary action to plan and protect our community members.

- Faculty and staff cannot travel internationally on university-related business per CDC guidance, and I am denying requests for exceptions. If domestic work travel involves a flight, then please consider cancelling or postponing the trip; otherwise, if you travel, I ask that you self-quarantine and work remotely for 14 days. If you are flying anywhere for personal reasons, I ask that you let your supervisor know and please self-quarantine for 14 days to protect our campus community and others. This guidance is effective immediately and until further notice.
- MSW students are advised to work closely with their field liaisons and field partners to determine the appropriate start date or return date for their field work in spring quarter. We provided [guidance to all students and field partners](#) last week, and will repeat communications often and consult individually as necessary.
- It is advised that all GSSW committee and other group-based, business-related meetings be held via zoom through at least April 3. The Office of Community Engagement is working now with event leads to move March and April conferences and events online or reschedule them for a later date.

Ensure Continuity of Learning and Work

Teaching:

Final courses of winter quarter are this week and weekend. Faculty who wish to move their final classes to zoom may do so.

Associate Dean Leslie Hasche and a team of faculty and staff are developing an infrastructure to support teaching, should we move to remote, online teaching in the spring quarter. If DU authorizes remote teaching for spring quarter, we will let you know immediately.

A comprehensive educational [continuity plan](#) has been developed, and will be updated as the situation evolves. This plan is being implemented to support all MSW campuses as well as the PhD program. I want to thank Akio Correll and Ryan Garrett for their proactive planning in working with our faculty leaders. I am grateful for everyone's calm, careful mobilization.

Technology:

Please familiarize yourself with the guidance I gave on March 6 regarding access to

Please familiarize yourself with the guidance I gave on March 6 regarding access to technology.

1. By Friday, March 13, please be sure that you have downloaded Zoom on your laptop or other work-related device that you can use from home.
 - DU has a Zoom portal. Users can log in and download the client for a computer off of the web at <https://udenver.zoom.us>.
 - If you download the mobile client on an Apple or Google device or as a standalone app, and are given choices on signing into Zoom, [click the option for SSO](#) and enter udenver.zoom.us as the domain.
 - If you need tech support, please call the University of Denver Helpdesk at 303-871-4700 <http://support.du.edu> or you can call or text the GSSW Technology support line at 303-900-2805. This line goes directly to voicemail and is checked by Ryan's team from 7a-7p Monday-Friday. Depending on the issue, you may not get a callback until the next business day.
2. If you work between an on-campus computer and one from home, please make sure to back up all work files daily to GSSW operational Shares (R:\ drive) or alternatively, only save to the Office365 Onedrive. This will promote remote access to your work regardless of where you might be. If you do not have a laptop or other device for home use, please let me know.
3. Please explore the use of the chat feature in Office365 for communicating with your teams. This could facilitate real-time communications between staff and faculty who are in multiple locations. Office365 has a feature called "Teams," which allows you to join an existing team or create your own team.

Microsoft Teams is available through the web at <http://office365.du.edu>, through the standalone Teams client for computers or through standalone Teams app for mobile devices. All downloads can be accessed [here](#). Log in with your DU email address and password. A comprehensive overview of Teams is available [here](#).

Communications:

It is critically important that you **CHECK AND READ YOUR EMAIL** during this time. This will be GSSW's primary means of communication to you. I will follow the convention of "COVID-19 Update: Topic" in the subject line. Associate and assistant deans responsible for their respective areas will also send out specific communications to our various constituent groups. Please note the updated [GSSW faculty and staff contact list](#).

Telecommuting:

Please familiarize yourself with our [telecommuting policy](#). I ask all supervisors to please be flexible. Above all else, please take care of your mental and physical health and that of your loved ones.

Research:

If you have research planned in the field, e.g., data collection, between now and June 30, please complete this [brief survey](#), so that we can support you. Please reach out directly to Professor Jennifer Bellamy, Associate Dean for Research and Faculty Development, if you have any questions.

Supporting Denver Campus Students Specifically:

- Student questions about courses should be directed to their instructor and/or Professor [Kate Ross](#), Denver Campus Program Director;
- Academic Affairs will post information for students on the [GSSW Student Resource Portal](#) in Portfolio;
- Student questions about field should be directed to their GSSW Field Liaison;
- Student questions about health and wellness should refer to the [University of Denver](#)

- Student questions about health and wellness should refer to the [University of Denver Resources](#) and to GSSW.Advising@du.edu. All MSW students on each campus will receive information on whom they should contact.
- Adjunct faculty who have questions about courses should be directed to GSSWAcademic.Affairs@du.edu.

Support Individual Health and Well-Being

I am concerned about my father who is in memory care, my immune-suppressed mother, my children—and I am concerned about you. What we are all experiencing is at once personal, professional, and societal.

I hope that you will access the mental health supports available to you. You can call 1-888-881-LINC [5462], or log in to the [SupportLinc website](#) with the username: universityofdenver. Please also be patient with and supportive of one another.

I hope that we will still engage in community and community support in creative ways with one another, even as we practice the CDC advice for social distancing. The Office of Community Engagement is exploring ways to connect online, including organizing zoom lunches and happy hours. Please consider doing similar things with your teams, your Culture and Climate group, and the like. Please check in on each other too.

We ask our community to remain vigilant in protecting the civil rights and well-being of those who are subject to prejudice or acts of discrimination, because they or their family members are from geographic regions where COVID-19 outbreaks have occurred.

Please remember to stay home if you are unwell, and be sure to let your supervisor know. You may access your sick leave, or otherwise just choose to protect public health, while working remotely.

In conclusion, I find myself contemplating the now even greater need for social work as a health profession, and am honored to work with all of you. In this moment, I hope that we will prioritize our care and concern for each other, and honor the values and objectives guiding these decisions. Please contact me directly with any questions, concerns, or ideas.

Toward health,
Amanda

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