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College of Natural Sciences, Forestry, and Agriculture_COVID-19 Guidance

Fred Servello

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College of Natural Sciences, Forestry, and Agriculture



College-Specific COVID-19 Guidance

This page offers COVID-19-related guidance specific to UMaine's College of Natural Sciences, Forestry, and Agriculture.

The following information is based on what is known or believed at the time of distribution. Information may become outdated quickly. If in any doubt, confirm before taking action. Information in official UMaine or University of Maine System communications supersedes this information.

For UMaine COVID-19 inquiries, call 207.581.2681 or email umaine.alerts@maine.edu. For college-specific inquiries, contact the dean's office by calling 207.581.3202 or email [Kathleen Pelkey](mailto:Kathleen.Pelkey).

March 24, 2020

To: Academic Unit Chairs & Directors

From: Fred Servello, Dean

Subject: NSFA COVID-19 Guidance Update

This guidance update (memo) will be sent periodically and likely frequently in the next few weeks to inform you of current guidance from the Office of the Dean. The most up-to-date version of the college's COVID-19 guidance update will also be available [online](#).

Our plan is to keep the format (i.e. table below) constant for ease of periodic review. Each guidance update will be comprehensive so you have all current guidance as of the date of the memo.

Please forward this memo to your unit's faculty and staff. Faculty should communicate relevant information to graduate students.

Principles

- Be adaptable and generous
- Focus on student learning outcomes more than topical coverage, where appropriate
- Prioritize seniors (timely graduation) and first-year students (retention)
- Look out for students with disabilities, first-generation students, and students with unstable housing or food insecurity
- Take care of employees who are elderly, have health issues, or are otherwise vulnerable
- Minimize student, employee, and community risk

In general, our guidance is underpinned by several expectations and considerations from the University of Maine System: 1) face-to-face instruction for students has ended (suggests minimizing all face-to-face interaction with students when possible), 2) minimize student, employee and community risk, 3) adhere to current directives on working remotely, 4) UMS universities will continue to fulfill its teaching, research, and service missions to the extent capable – UMaine is not closed, and 5) adhere to the increasing list of other specific directives (e.g. maximum group sizes, travel restrictions, new hiring procedures).

Topic	Current Status
Working Remotely College contact: Fred Servello (Updated 3/22/20)	The college has provided guidance on expectations for working remotely in a memo to chairs and directors . Assume this guidance will extend beyond the directive to work remotely up to April 6th until we know differently. Contact George Criner for case-by-case solutions to instructional challenges. If you are considering having student employees support classroom teaching, labs, etc., you must call for a consultation. <i>University resources</i> <ul style="list-style-type: none"> • Center for Innovation in Teaching and Learning • Practical advice for instructors faced with an abrupt move to online teaching • Best Practices for Hosting a Digital Event on Zoom • Remote teaching – lab assignments <i>Grading</i> There are on-going discussions on Pass/Fail grades, incompletes, and course withdrawal. Stay tuned for discussions.
Instruction College contact: George Criner (Updated 3/22/20)	All student advising should be done remotely when possible and that any other decisions on the advising process strive to minimizing student and employee risk. If uncertain, seek guidance from your unit chair or director. UMaine Counseling Center announced (Email: 3-20-2020, 11:36 a.m.) that all counseling will be by telehealth only. Students needing counseling will be provided a telephone number to call. Course participation will be remote given current UMS directives. Graduate assistants should follow college guidance on working remotely and research activity. Faculty advisors should approve all graduate student on-campus activities. You will find more detailed guidance for graduate students in this linked memo and in the topic area, Research and Laboratories. If advisors and graduate students do not agree on whether certain on-campus research is permissible, contact the unit leader. No student should be placed in an uncomfortable situation. <i>General (Updated 3/22/20)</i> Guidance from the UMaine Research and Graduate Studies can be found at this link . All on-campus research (and field research) must be reported through this online form . The Office of the Vice President of Research will collect the forms and distribute them to deans. The dean staff will contact the researcher only if there are concerns.
Advising College contact: George Criner (Updated 3/22/20)	The Office of Research Compliance has excellent guidance on topics related to research involving animals and human subjects and on general research operations. The college's guidance on research activity is intended to provide greater depth and is provided in this linked memo . This guidance is consistent with UMaine and Vice President for Research <i>Sanitation</i> Follow guidance on the CDC website for cleaning and disinfecting. <i>Operations/personnel access (Updated 3/18/20)</i> Consider work patterns and protocols to limit the number of people in a lab. The current limit on group size is 10. <i>Spring</i> Continue, assuming their work is still needed and they can fulfill their responsibilities remotely.
Graduate students College contact: Chris Gerbi (Updated 3/22/20)	The Office of Research Compliance has excellent guidance on topics related to research involving animals and human subjects and on general research operations. The college's guidance on research activity is intended to provide greater depth and is provided in this linked memo . This guidance is consistent with UMaine and Vice President for Research <i>Sanitation</i> Follow guidance on the CDC website for cleaning and disinfecting. <i>Operations/personnel access (Updated 3/18/20)</i> Consider work patterns and protocols to limit the number of people in a lab. The current limit on group size is 10. <i>Spring</i> Continue, assuming their work is still needed and they can fulfill their responsibilities remotely.
Research and Laboratories College contact: Chris Gerbi (Updated 3/22/20)	The Office of Research Compliance has excellent guidance on topics related to research involving animals and human subjects and on general research operations. The college's guidance on research activity is intended to provide greater depth and is provided in this linked memo . This guidance is consistent with UMaine and Vice President for Research <i>Sanitation</i> Follow guidance on the CDC website for cleaning and disinfecting. <i>Operations/personnel access (Updated 3/18/20)</i> Consider work patterns and protocols to limit the number of people in a lab. The current limit on group size is 10. <i>Spring</i> Continue, assuming their work is still needed and they can fulfill their responsibilities remotely.
Undergraduate employees College contact: George Criner (Updated 3/16/20)	The Office of Research Compliance has excellent guidance on topics related to research involving animals and human subjects and on general research operations. The college's guidance on research activity is intended to provide greater depth and is provided in this linked memo . This guidance is consistent with UMaine and Vice President for Research <i>Sanitation</i> Follow guidance on the CDC website for cleaning and disinfecting. <i>Operations/personnel access (Updated 3/18/20)</i> Consider work patterns and protocols to limit the number of people in a lab. The current limit on group size is 10. <i>Spring</i> Continue, assuming their work is still needed and they can fulfill their responsibilities remotely.
Clinical placements/field practice College contact: George Criner (Updated 3/22/20)	The Office of Research Compliance has excellent guidance on topics related to research involving animals and human subjects and on general research operations. The college's guidance on research activity is intended to provide greater depth and is provided in this linked memo . This guidance is consistent with UMaine and Vice President for Research <i>Sanitation</i> Follow guidance on the CDC website for cleaning and disinfecting. <i>Operations/personnel access (Updated 3/18/20)</i> Consider work patterns and protocols to limit the number of people in a lab. The current limit on group size is 10. <i>Spring</i> Continue, assuming their work is still needed and they can fulfill their responsibilities remotely.
Travel College contact: Susan Gallant (Updated 3/23/20)	The Office of Research Compliance has excellent guidance on topics related to research involving animals and human subjects and on general research operations. The college's guidance on research activity is intended to provide greater depth and is provided in this linked memo . This guidance is consistent with UMaine and Vice President for Research <i>Sanitation</i> Follow guidance on the CDC website for cleaning and disinfecting. <i>Operations/personnel access (Updated 3/18/20)</i> Consider work patterns and protocols to limit the number of people in a lab. The current limit on group size is 10. <i>Spring</i> Continue, assuming their work is still needed and they can fulfill their responsibilities remotely.
Workplace considerations College contact: Susan Gallant	The Office of Research Compliance has excellent guidance on topics related to research involving animals and human subjects and on general research operations. The college's guidance on research activity is intended to provide greater depth and is provided in this linked memo . This guidance is consistent with UMaine and Vice President for Research <i>Sanitation</i> Follow guidance on the CDC website for cleaning and disinfecting. <i>Operations/personnel access (Updated 3/18/20)</i> Consider work patterns and protocols to limit the number of people in a lab. The current limit on group size is 10. <i>Spring</i> Continue, assuming their work is still needed and they can fulfill their responsibilities remotely.
Funding/financial College contact: Susan Gallant	The Office of Research Compliance has excellent guidance on topics related to research involving animals and human subjects and on general research operations. The college's guidance on research activity is intended to provide greater depth and is provided in this linked memo . This guidance is consistent with UMaine and Vice President for Research <i>Sanitation</i> Follow guidance on the CDC website for cleaning and disinfecting. <i>Operations/personnel access (Updated 3/18/20)</i> Consider work patterns and protocols to limit the number of people in a lab. The current limit on group size is 10. <i>Spring</i> Continue, assuming their work is still needed and they can fulfill their responsibilities remotely.
Faculty personnel topics College contact: Fred Servello (Updated 3/22/20)	The Office of Research Compliance has excellent guidance on topics related to research involving animals and human subjects and on general research operations. The college's guidance on research activity is intended to provide greater depth and is provided in this linked memo . This guidance is consistent with UMaine and Vice President for Research <i>Sanitation</i> Follow guidance on the CDC website for cleaning and disinfecting. <i>Operations/personnel access (Updated 3/18/20)</i> Consider work patterns and protocols to limit the number of people in a lab. The current limit on group size is 10. <i>Spring</i> Continue, assuming their work is still needed and they can fulfill their responsibilities remotely.

Hiring College contact: Susan Gallant (Updated 3/23/20)	We are reviewing all positions currently in the search process or approved for searches. Initial signals are that hiring will be slowed and reduced. Deans still have the authority to continue searches in progress, but final hiring steps are on hold. Discussions in academic affairs are moving quickly, and initial information is expected soon. Campus visits should have strong justification. At present, no blanket approval process outside the travel guidelines exists. Consult Facilities Management project managers for advice on contractors. <i>Offsite facilities</i> Darling Marine Center and the Witter Center are restricting visitor access. Nearly all major campus events in April appear to be cancelled or headed that way. No talk at the deans level about events in May <i>The following events of note are cancelled</i> <ul style="list-style-type: none"> • CUGR Symposium • College Celebration of Excellence (Plan B forming) • 2nd College Diversity Forum in late April (may be Zoom) <i>Commencement</i> The UMS has set a deadline of April 15 for a decision on commencement. A UMaine planning group has been meeting to make a recommendation and propose an alternative should our regular May commencement change.
Visitors/contractors College contact: Mark Hutton (Updated 3/16/20)	We are reviewing all positions currently in the search process or approved for searches. Initial signals are that hiring will be slowed and reduced. Deans still have the authority to continue searches in progress, but final hiring steps are on hold. Discussions in academic affairs are moving quickly, and initial information is expected soon. Campus visits should have strong justification. At present, no blanket approval process outside the travel guidelines exists. Consult Facilities Management project managers for advice on contractors. <i>Offsite facilities</i> Darling Marine Center and the Witter Center are restricting visitor access. Nearly all major campus events in April appear to be cancelled or headed that way. No talk at the deans level about events in May <i>The following events of note are cancelled</i> <ul style="list-style-type: none"> • CUGR Symposium • College Celebration of Excellence (Plan B forming) • 2nd College Diversity Forum in late April (may be Zoom) <i>Commencement</i> The UMS has set a deadline of April 15 for a decision on commencement. A UMaine planning group has been meeting to make a recommendation and propose an alternative should our regular May commencement change.
Campus events College contact: Kathleen Pelkey (Updated 3/22/20)	We are reviewing all positions currently in the search process or approved for searches. Initial signals are that hiring will be slowed and reduced. Deans still have the authority to continue searches in progress, but final hiring steps are on hold. Discussions in academic affairs are moving quickly, and initial information is expected soon. Campus visits should have strong justification. At present, no blanket approval process outside the travel guidelines exists. Consult Facilities Management project managers for advice on contractors. <i>Offsite facilities</i> Darling Marine Center and the Witter Center are restricting visitor access. Nearly all major campus events in April appear to be cancelled or headed that way. No talk at the deans level about events in May <i>The following events of note are cancelled</i> <ul style="list-style-type: none"> • CUGR Symposium • College Celebration of Excellence (Plan B forming) • 2nd College Diversity Forum in late April (may be Zoom) <i>Commencement</i> The UMS has set a deadline of April 15 for a decision on commencement. A UMaine planning group has been meeting to make a recommendation and propose an alternative should our regular May commencement change.
Communication strategy College contact: Erin Miller	We are reviewing all positions currently in the search process or approved for searches. Initial signals are that hiring will be slowed and reduced. Deans still have the authority to continue searches in progress, but final hiring steps are on hold. Discussions in academic affairs are moving quickly, and initial information is expected soon. Campus visits should have strong justification. At present, no blanket approval process outside the travel guidelines exists. Consult Facilities Management project managers for advice on contractors. <i>Offsite facilities</i> Darling Marine Center and the Witter Center are restricting visitor access. Nearly all major campus events in April appear to be cancelled or headed that way. No talk at the deans level about events in May <i>The following events of note are cancelled</i> <ul style="list-style-type: none"> • CUGR Symposium • College Celebration of Excellence (Plan B forming) • 2nd College Diversity Forum in late April (may be Zoom) <i>Commencement</i> The UMS has set a deadline of April 15 for a decision on commencement. A UMaine planning group has been meeting to make a recommendation and propose an alternative should our regular May commencement change.

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