January 27, 2022

To: UCM Instructors

From: Erin Hestir, Chair, Graduate Council  
Holley Moyes, Chair, Undergraduate Council  
Chris Kello, Vice Provost and Dean of Graduate Education  
Sarah Frey, Vice Provost and Dean of Undergraduate Education

Re: Recommendations for Instructors on the Phased In-Person Return

Dear Colleagues,

As you know, we will begin returning to in-person instruction in stages, with the first wave of courses starting in-person on Monday, January 31, 2022. (Details about the phased return are available [here](#).) We wanted to share a few quick recommendations to help ensure a smooth transition for our students.

- All instructors should reach out to their students and remind them of the date when your specific class will begin in-person instruction.
  - You could send this message via email, post in CatCourses and mention it during your virtual class sessions.
  - Consider including your classroom location in these communications.
  - Make sure to address the in-person return dates for any discussions, labs or other special sections attached to your course. (Note: For classes with more than 100 students, these discussion/lab sessions may be returning in-person a week or two before the lecture.)
  - You should also include information about any change to modality for your office hours. (Note: You are welcome to continue to hold Zoom office hours even when the course has returned to in-person instruction.)

- During the next couple weeks, there will be many students with a mixture of in-person and remote courses. Students will be receiving an email this week with information about campus spaces they can use for participating in Zoom class sessions.

- Make sure to remind students about campus face covering policy during your first session in-person. Students will receive many such reminders, but it helps for them to know their instructors care about the community health and expect proper wearing of surgical, N95 or KN95 masks  in their classroom.

- As you transition back to in-person instruction, please take the opportunity to remind your students about your course absence policy and what students should do proactively

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1 Campus locations for distribution of masks available [here](#).
when they need to miss class. Remember to please be flexible with make-up work, direct students to use the Health Check App, and never ask students for their personal medical data.

- Remember, the first step if you or a student tests positive for COVID or has symptoms is to log it in the Daily Health Check App and do not come to campus. For more details, see our prior message dated January 7, 2022.

We continue to appreciate your understanding during these instructional transitions and your exceptional efforts towards the success of our students.

Cc: Senate Office
    Provost’s Office
    LeRoy Westerling, Chair, Divisional Council
    Patti LiWang, Vice Chair, Divisional Council