



ACADEMIC SENATE, MERCED DIVISION

UNIVERSITY OF CALIFORNIA, MERCED

**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**

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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 <sup>1</sup>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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<sup>1</sup> 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