

# SHORTER COLLEGE'S RESPONSE TO COVID-19 VIRUS

## RECOMMENDATIONS FOR CONTINUED ACADEMIC STUDIES

### *Faculty:*

- Faculty should upload coursework for students via CAMS and/or Cengage.
- They will provide a designated timeline for students to complete the assigned coursework.
- Faculty should be available to answer questions at their designated class time and office hours.
- Full-time faculty will be expected to come on campus during their designated class time and office hours, in order to respond to emails, calls, as well as resolve any academic issues that students may have.
- If a faculty member feels that he/she has encountered someone who is ill, as well as, if they feel ill, they should stay home and notify Dr. Demetrius Gilbert, Associate Dean of Academic Affairs.
- ***It is the responsibility of faculty to ensure that they are providing the academic instruction to all students.***

### *Students:*

- Students are required to have access to their CAMS and Cengage to log-in and email coursework to faculty.
- They should be able to download information from faculty regarding their coursework. They can contact faculty via email or office phone for additional instructions.
- All students are expected to complete work given to them in the designated timeline that is directed by faculty.
- If a student does not know their CAMS log-in, they may contact IT at **501.758.0676** or email IT at [Service@nsgdv.com](mailto:Service@nsgdv.com). The subject line should say Shorter College and then give a detailed description of your concern.
- ***It is the responsibility of the students to ensure that they have access to their CAMS log-in, emails and instructors telephone number.***
- ***All student events will be canceled until further notice.***

### *Staff:*

- Staff will be expected to come to work as usual, unless they have encountered someone who is ill or if they feel ill.
- If they feel the need to stay home, they will be expected to log-in and work from home.

### *Day Care:*

- During school dismissals, childcare programs and schools may stay open for staff members (unless ill) while students stay home. Keeping facilities open a) allows teachers to develop and deliver lessons and materials remotely, thus maintaining continuity of teaching and learning and b) allows other staff members to continue to provide services and help with additional response efforts.
- In order, to prevent the spreading of any virus, children with a temperature of 101 temperature will be required to seek medical attention and stay at home.
- ***The Childcare Director will determine the number of students who will be able to attend daily. Parents will be notified accordingly.***

### *Second Chance Pell:*

- Faculty will be tested for fever at each entry into the facility.
- In order to ensure that Shorter College maintain deliverables to all units, faculty will be prepared to provide independent study packets to students.
- Site Coordinators and faculty will be notified immediately.