UIC College of Applied Health Sciences  
COVID-19 Guidelines for Instructors  

The UIC College of Applied Health Sciences (AHS) is committed to assuring the continuity of its educational programs if Coronavirus Disease 2019 (COVID-19) alters our normal procedures for delivering our curriculum. This may include a situation that prevents students, faculty and staff from being able to attend classes on campus. These guidelines include and support recent guidelines from the Centers for Disease Control (CDC) related to health pandemic, including, but not limited to the current risks related to COVID-19. This and further information regarding AHS news about the COVID-19 virus will be available on Inside AHS.

Additional information is available at:  
UIC Today Coronavirus Disease 2019  
University of Illinois System  
Centers for Disease Control and Prevention  
World Health Organization  

Preventative and Quarantine Guidelines  
UIC has issued guidelines regarding preventative care and quarantine. AHS faculty, staff and students will adhere to infection control guidelines established and communicated by the University of Illinois at Chicago (UIC). We expect all faculty, staff and students to take standard precautions for the prevention of infectious disease that include frequent handwashing and avoiding close contact with people who are sick and social distancing, if at all possible.

Anyone who self-identifies as being potentially infected, usually by the appearance of fever, cough and shortness of breath, should self-isolate in order to prevent further spread of disease. It is absolutely essential that faculty, staff and students who exhibit these symptoms not come to campus but remain in their homes and contact their physician or local health center for guidance on potential testing/treatment. Faculty and staff who are symptomatic and self-isolate should inform their supervisor immediately.

Students who are symptomatic and self-isolate should inform the AHS Office of Student Affairs at ahsinfo@uic.edu or 312-996-2079. They should also notify their course instructors. Instructors who have received reports of infection from one of their students should also inform the AHS Office of Student Affairs. Students must provide appropriate documentation of the medical care they sought and follow-up with appropriate documentation of when they are cleared to return to campus. Students who report their condition with appropriate medical documentation will have their absence considered an excused absence and should work with their course instructors to make up the required coursework.

If you are a student, faculty or staff and have recently returned from international travel from an area with COVID-19 activity, or you self-identify as being potentially infected, please follow these additional steps:

- Students: Contact Student Health at University Village at 312-996-2901 for guidance

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• Employees: Contact University Health Service at 312-996-7420 during business hours or UI Health at 866-600-CARE (2273) after hours for guidance.

**Academic continuity**
In the event of a mandatory quarantine or university closure, the following policies and procedures should be followed in order to enable faculty and students to continue academic coursework. As such, course instructors should consider the following:

- Adapt course content for an online learning environment
- Curricula should retain their intended logistical structure where possible
- Communication with students should be early and often

Guidance and support for teaching in an online learning environment is provided below. Please note that campus may close, or campus may remain open to faculty and staff, but most coursework will be delivered online.

For more information, resources and support visit [accc.uic.edu/support/academic-continuity](accc.uic.edu/support/academic-continuity).

**Curricula expectations in event of quarantine or university closure**

*Didactic courses*
The preferred method for lecture delivery is live, synchronous as this option is likely the least disruptive for both students and faculty.

*Laboratory activities*
- Specific instructions for these assignments should be provided in writing and explained via a synchronous overview session
- Faculty designated to facilitate or supervise laboratory sessions (or supervise TAs who teach labs) should have designated virtual hours office hours to answer questions about these assignments and facilitate learning
- Course instructors should give students a designated time for assignment completion
- It is possible that small laboratory sections may still be conducted on campus
- It is also possible that laboratory activities cannot be completed in person, and either alternative learning activities need to be planned or a plan for make-up work needs to be developed

*Internships or clinical experiences*
- Students who are on internships or in clinical sites should continue their experiences and follow the infection control protocols of the site
- If a student develops symptoms while on internship or in a clinical site, they must self-isolation, seek medical advice/treatment and be medically cleared before returning. Students must immediately inform their clinical or internship site and also inform their clinical education or internship director
- Out-of-state and international internships and clinical experiences are subject to travel restrictions placed by the university, state or other agencies, and may be cancelled or
Curriculum Delivery
Preparation
If you have an AHS-managed machine with a virtual private network (VPN), you may be able to access AHS servers. If you do not have an AHS-managed machine but have access to a personal machine, please take these steps to configure it for optimal use. If you do not have access to any machine, please contact your unit’s business manager so that they may work with AHS IT to possibly identify a loaner.

Box cloud storage
If you’re using a personal machine you will not be able to access your AHS network drives and should use Box cloud storage. As such, you should consider uploading files that you are actively working on or anticipate needing to work on to Box. Depending on the type of files, you may need to upload them to either a standard folder or a Health Data folder. As a reminder, protected health information (PHI) or high-risk data such as human subject research or FERPA-protected data should never be downloaded from a Box Health Data folder to a personal machine. If you have an AHS-managed machine running VPN you will be able to connect to your AHS network drives and access your files.

- Box cloud storage for non-protected health information files
  Store your active, working non-PHI files so that you may access them from any location accc.uic.edu/services/communication-collaboration/cloud-storage/box
- Box cloud storage for protected health information files
  Store your active, working PHI files so that you may access them from any location hipaa.uillinois.edu/protecting-phi-with-box-health-data-folders

Blackboard Collaborate
Blackboard Collaborate is a web conferencing system that facilitates real-time online teaching and learning. It is available to all UIC Blackboard users. Instructors can create individual (and repeat) web conferencing sessions on their own without requesting a session to be created or activated. The following are resources to help you get started:

- Quick guide for faculty: uofi.app.box.com/s/s9hmixojjziawavw7osu2iv84oyrebf2
- Quick guide for students: uofi.app.box.com/s/iue7nk2ov0pdp3nepngd5h4pffhrphih
- Best Practices: answers.uillinois.edu/uic/87467
- Upcoming ACCC workshops: emails.uofi.uic.edu/newsletter/266724.html

Online teaching options
Option 1 (preferred): Teach synchronously/live via Blackboard Collaborate. Your course is already available in Blackboard with Blackboard Collaborate embedded
- WebEx is also an option for ad hoc synchronous/live teaching
Option 2: Share content via a pre-recorded power point presentation or podcast
- Panopto or Echo360 are recommended for creation of video lectures/screen captures
Option 3: Reuse existing/prior lecture recordings

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Exams
Online exams can be difficult if your department does not have access to exam proctoring software, such as Examsoft or similar software. Instructors may need to be creative with alternate assignments.

AHS IT support
AHS IT helpdesk tickets may be submitted via email to ahs-help@uic.edu. Remote desktop tools are available for remote IT assistance. Our IT helpdesk will maintain continuity of IT support during contingency scenarios wherever possible, within the HR guidelines of the university and college.

Additional UIC IT support and resources
- ACCC Academic Continuity
  accc.uic.edu/support/academic-continuity
- ACCC Tech Resources for Teaching & Learning Online
  accc.uic.edu/news-stories/tech-resources-for-teaching-learning-online
- ACCC Tech Resources for Working Remotely
  accc.uic.edu/news-stories/tech-resources-for-working-remotely