These are extraordinary times. We face an unprecedented interruption to our teaching mission and the cancellation of many anticipated events and experiences. While we grapple with our anxiety and grief at a semester interrupted, we ask for your patience and cooperation as we do our best to ensure the continuity in our teaching and the safe shepherding of our community through this outbreak of COVID-19.

INFORMATION SOURCES

1. Where can I find reliable information about this virus?

2. Where can I find up-to-date information about Harvard’s policies?
   [https://www.harvard.edu/coronavirus](https://www.harvard.edu/coronavirus)

3. Is there FAS-specific guidance available?
   [https://www.fas.harvard.edu/fas-coronavirus-updates](https://www.fas.harvard.edu/fas-coronavirus-updates)

4. What else should I be doing to prepare?
   Take preventative measure to protect yourself, such as those listed by HUHS here: [https://huhs.harvard.edu/about-us/announcements-events/how-protect-yourself-viral-illness](https://huhs.harvard.edu/about-us/announcements-events/how-protect-yourself-viral-illness)
   Prepare your devices to work from home and practice using Zoom. Guidance is available from HUIT: [https://huit.harvard.edu/remote](https://huit.harvard.edu/remote)

REMOTE INSTRUCTION

5. Where can I find information on using Zoom to teach classes remotely?
   A Zoom link exists already on Canvas for all courses. You can use that to schedule online sessions, and to distribute the appropriate link to students registered for the class. A good starting point for learning how to use this tool is at [https://huit.harvard.edu/zoom-training](https://huit.harvard.edu/zoom-training)

   Instructors need to form plans for 1) remote participation for scheduled classes, sections, and labs, and 2) final exams/assessments being done remotely.

   More information and help may be found on the Teach Remotely website at: [https://teachremotely.harvard.edu](https://teachremotely.harvard.edu) The Office of Undergraduate Research has also developed guidance ([https://oue.fas.harvard.edu/resources-faculty](https://oue.fas.harvard.edu/resources-faculty)) as has the Bok Center ([https://bokcenter.harvard.edu/teaching-remotely](https://bokcenter.harvard.edu/teaching-remotely)).
6. **What if I teach a making- or performance-based course?**

   We understand the move to online instruction will prove particularly complicated for courses that heavily feature performance and art making as a part of their syllabus. This is a challenging situation, and we must ask you to do the best you can to reformat your students’ learning experience for the online space. Flexibility and creativity will be key in continuing to provide our students with the transformative educational experience they look for in our classes. The Office of Undergraduate Education has offered to consult with faculty members looking for advice on how to alter their courses. You may contact them at instruct@fas.harvard.edu.

**ON-CAMPUS MEETINGS AND EVENTS**

7. **We have a large on-campus meeting planned. Should we cancel it?**
   
   Yes. All meetings with more than 25 attendees must be postponed, canceled, or conducted over Zoom or the equivalent.

8. **Is it okay to continue with smaller sized on-campus meetings?**
   
   Yes, though we should be aware that this could change. Organizers may wish to use such opportunities to test Zoom, especially as a way to make the meeting accessible to people outside of Harvard (see below), or as an option to Harvard affiliates who may not wish to expose themselves to groups of people. When in doubt, organizers should err on the side of conservatism.

   Even in smaller meetings, attendees should practice appropriate social distancing, keeping approximately six feet between individuals and holding meetings in rooms where the number of attendees is no more than one-third the capacity of the room (for instance, it would be appropriate to host a meeting of 25 or fewer individuals – per the standard above – in the Thompson Room, which has a capacity of 100).

9. **Should we cancel or re-schedule visits by seminar speakers?**
   
   Yes. Alternatively, you can invite scholars to deliver their talks remotely.

10. **We have a faculty search under way. Should we cancel or defer visits by candidates, even if we have had prior visits by other candidates?**
    
    Yes. Job talks should be conducted over Zoom or the equivalent.

11. **I received Provostial Funds for an activity or experience with my students this semester. How will this be handled?**
    
    If you decide to postpone the activity that was awarded a grant from the Provostial Fund for Arts and Humanities, you will be able to carry forward the funds until a later date. If you have already used some of the funds, there is no penalty and you will still be able to carry forward any remaining funds. If you purchased tickets for future travel, the fund will cover any cancellation penalties or non-refundable expenses. We do ask that you try to have the airline or hotel waive any cancellation fees.
**TRAVEL**

12. Harvard has prohibited non-essential domestic air travel and all international professional travel. What is considered “essential” versus “non-essential”? “Essential” travel is vital to the functioning of the University, and very few trips meet this condition. Examples might include legally required depositions, and the like. Academic exchanges such as conferences, seminars, lectures, etc., are (in this context) non-essential activity and the travel ban applies.

13. Can you help me understand the definition of “University-related travel”? For example, if I am giving a seminar or a public lecture, is that “University-related”? What about attending a meeting?
   Each of these is considered university-related travel and therefore prohibited.

14. I have been planning to give a talk outside of town. Do I have to cancel that trip?
   FAS has banned all non-essential domestic and international professional travel. Cancel or reschedule the trip.

15. When do we think travel will return to normal?
   That is hard to predict. The travel ban is currently (as of March 10, 2020) in place through end of April 2020, but may be extended depending on how the situation evolves. For the time being it seems premature to cancel trips planned for after May 1, but stay abreast of our travel policy posted at [https://www.harvard.edu/coronavirus/travel-guidance](https://www.harvard.edu/coronavirus/travel-guidance).

16. Will I receive reimbursement of cancellation costs?
   For those traveling on University business, the Harvard Travel Policy allows for reimbursement of cancellation or change fees with a valid reason. The current Coronavirus outbreak meets this requirement.

**SOCIAL AND COMMUNITY ASPECTS**

17. I seem to have offended someone whose hand I didn’t shake. Why are they reacting this way?
   Not everyone appreciates our community’s opportunity to attenuate the transmission of germs by avoiding person-to-person social contact. You might explain that your action is not a reflection of your relationship, but rather just following current guidelines from experts (some of whom we are proud to have on the faculty at Harvard!).

18. Should we worry about adverse effects on ethnic or national groups?
   We should all be aware of the possibility that individuals might be apprehensive of possible biases as a result of nationality or ethnic origin, and any such bias is clearly inconsistent with the values of the Harvard community. We will work together to slow
the spread of this disease, using an evidence-based appropriate response that draws upon the advice of experts.

19. I am concerned about losing the sense of community that comes with being on campus. How can I stay connected with the Arts & Humanities community during this time?
Times of uncertainty and upheaval can cause feelings of anxiety and isolation. While many members of our Arts & Humanities community will no longer be on campus following spring break, the Division will work to connect those in our community through social media. Follow us on Instagram ([https://www.instagram.com/harvartshum/](https://www.instagram.com/harvartshum/)) and on Facebook ([https://www.facebook.com/HarvardArtsHum](https://www.facebook.com/HarvardArtsHum)) to hear from faculty and students on how they are handling these extraordinary times, updates from campus, and the sharing of good news, which we will all need. Please reach out to Sarah Zeiser ([zeiser@fas.harvard.edu](mailto:zeiser@fas.harvard.edu)) if you have a story to share that would connect our community from a distance.

NOTE: This is intended to be a living document. Please send any questions you have to arts-hum@fas.harvard.edu. We will review your questions daily and respond to them as quickly as we can.