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. Where is there guidance for students?
   Harvard College Coronavirus FAQ: [https://dso.college.harvard.edu/coronavirusfaq](https://dso.college.harvard.edu/coronavirusfaq)

5. 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

6. 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) as has the Bok Center (https://bokcenter.harvard.edu/teaching-remotely).

7. 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.

8. How can I make my Zoom teaching accessible to all students?
The OUE has provided guidelines for teaching strategies to make your classroom sessions on Zoom as accessible as possible. Faculty members should use the record option on Zoom so that students who cannot collocate with the class will still be able to view the session.

ON-CAMPUS MEETINGS, EVENTS, AND ACCESS

9. 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.

10. Is it okay to continue with smaller sized on-campus meetings?
Most meetings should be conducted via Zoom. If an in-person meeting is a necessity (for example, for a dissertation defense at which ONLY the student and advisers will be present), a suitably-sized room should be used to ensure appropriate social distancing parameters. Note that public defenses and defense celebrations must be canceled.

11. May I still meet with a graduate student who remains on campus?
Faculty may continue to meet with graduate students who remain on campus, as campus is still currently open and functioning. However, we are all trying to encourage actions that decrease population density to the greatest extent possible. Keeping that in mind, it would be good to consider the necessity of in-person meetings rather than Zoom or phone conversations.

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

13. 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.
14. 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.

15. Will the Libraries and Museums be closing? How will we access resources?
Effective Friday, March 13, the Harvard Art Museums are closed to the public. Decisions are still being made about the long-term opening of the Libraries and other collections. Staff in the Libraries are still available to assist with Scan and Deliver, and the Ask a Librarian service is open. The Library has developed a series of FAQs which they will update should the situation change. Faculty and students may bring home Library books and renew them online as they normally would.

UNDERGRADUATES

16. Can you say more about why undergraduates are being asked to move out of the dorms at the end of this week?
Per President Bacow’s message earlier this week, “The goal of these changes is to minimize the need to gather in large groups and spend prolonged time in close proximity with each other in spaces such as classrooms, dining halls, and residential buildings. Our actions are consistent with the recommendations of leading health officials on how to limit the spread of COVID-19.”

17. What accommodations are going to be made re: midterms and senior theses?
All major academic deadlines, including Senior Thesis due dates, will be extended by one week. In addition, faculty and instructors have been asked to rearrange assignments, deadlines and exams as appropriate given the need for students to focus most immediately on moving out of their residences.

18. Where should students store their belongings? Can student possessions be stored in empty classrooms or with faculty or staff who are willing to hold onto them?
Please see the bullets under “Student Move Out” on the College FAQ page. Students should utilize these resources (including financial aid if necessary) to meet their storage needs. Personal belongings should not be stored in empty classrooms or individual’s offices.

19. I have a student who is worried about a life circumstance that makes returning home problematic. How should I advise this student?
The Resident Deans are the designated points of contact for all undergraduate students, so the first point of contact for all concerns of this sort should be the Resident Dean.
For those issues that are financial in nature, students should feel free to go directly to the Financial Aid Office.

**TRAVEL**

20. 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.

21. 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.

22. 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.

23. 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.

24. 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. Note that Harvard will only reimburse for those expenses related to Harvard business, so if your planned travel included a personal vacation component, you are responsible for those expenses.

**SOCIAL AND COMMUNITY ASPECTS**

25. Up until now, I have been pretty calm and not too worried. Recently, however, I’ve really started to feel concerned and upset. What should I do?
Remember that Harvard’s health plans offer comprehensive coverage for both physical and mental health care. In addition, all employees are invited to contact the Employee Assistance Program at 877-EAP-HARV (877-327-4278) for help with feelings of stress or anxiety about these events. Harvard fully supports and encourages self-care in these stressful times.
26. 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!).

27. 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.

28. 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/) and on Facebook (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) 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.