

## Coronavirus Update: MAX TELEWORK, PREPARE TO START SPRING QUARTER IN DISTANCE LEARNING, VIRTUAL TOWN HALL ...from Ann E. Rondeau, VADM, U.S. Navy (Ret.)

*Tuesday, March 17, 2020*

Team NPS,

In concert with Navy and Marine Corps leadership and your NPS leadership team, I have been tracking the Coronavirus situation very closely.

Last week, after careful consideration, I decided to cancel graduation for the safety and health of our students and staff and to maintain force readiness. We need to continue our efforts to reduce health risks to the NPS community while ensuring our ability to deliver the NPS education mission.

The well-being of the students, faculty, and staff is my top priority; therefore, effective immediately, I am directing staff, faculty and supervisors to:

1. **Maximize telework** where possible and practicable (practice social distancing in your workplace if you do not telework, or are ineligible)
2. **Begin all Spring quarter classes in a distance learning format** (except courses that requires SCIF access, or hands-on laboratories)

**Telework:** In alignment with the Department of the Navy and CDC recommendations I am providing the following telework guidance:

- **Maximum telework is authorized** for staff and faculty who have approved telework agreements. **Supervisors continue** to ensure telework agreements are in place for your people who still need them, and support as needed to ensure effective connectivity to enable work in a virtual environment for an extended period of time. Personnel may need to come into their physical office from time to time to perform their duties and supervisors should be aware of any exceptions to the norm.
- Due to the nature of their work, **some positions may be unable to telework** (e.g., if classified, or requires a lab for research, or equipment-dependent work, etc.). Supervisors will ensure that deliberate social distancing provisions are implemented in the immediate environment (at least six (6) feet of separation between personnel, etc.) and enhanced cleaning and sanitizing provisions are enacted throughout the applicable physical space.
- Personnel **unable to telework who are included among those identified as being at higher risk** for serious complications from COVID-19 and to CDC-identified special populations should contact your supervisor to initiate the safety leave request as soon as possible. Safety leave requests can be approved by Dean Dell for faculty, Ms Webb for Command Operations or the Chief of Staff, Captain Old. CDC-identified populations include pregnant women, older adults, and individuals who have chronic health conditions, such as high blood pressure, heart disease, diabetes, lung disease or compromised immune systems. NPS will accept self-identification of these chronic health conditions, without certification by a medical professional. NPS may require a medical certification after returning to normal operations.
- The Contracting Office is working with all CORs to determine the disposition and appropriate work site location **for all contractors**. CORs should contact Matt White for specific questions and concerns.

- All personnel should **refrain from attending any events** in which the attendance would be expected to exceed 25 people. This is advisable in professional and personal settings.
- In-person meetings should only be conducted if they cannot be postponed and the business of the meeting **cannot be achieved virtually or telephonically**. We will continue preparing to deliver our education mission virtually.

**Spring Quarter: Distance learning is mandated to begin the quarter** (except for courses meeting in SCIF, or hands-on labs). This decision applies to the first four weeks of this quarter, perhaps longer as the situation evolves. I will reevaluate the situation over the coming weeks, and ask that every faculty member who is teaching a resident course next quarter to immediately start planning to move those courses to DL. Additional guidance:

- To support faculty in this transition, we are offering workshops for Sakai and Zoom every day this week at 12-1300 in Reed 101, and through **Zoom** at <https://zoom.us/j/378070147>. The **Teaching and Learning Commons** also has several resources for training on DL technologies.
- Faculty are **free to decide how best to teach** their courses online. While we prefer you teach synchronously during your regularly scheduled class times, we understand that this may not be feasible for all faculty. Those who, because of child care or other issues, cannot hold online synchronous classes **may record them at home** for asynchronous delivery. Those teaching this way should make themselves available for regular online office hours with individual students or small groups.
- We also recognize that some students may not be able to attend synchronous class sessions. Faculty teaching synchronously should use the features available in Zoom and Collaborate to **create digital recordings of their class sessions that students can view** at times that work for them. If class participation is an element of grading in such courses, then faculty should develop alternatives for students who cannot attend the synchronous sessions.
- All courses that meet in a SCIF or require hands-on laboratories will continue meet on campus. **If future events require closure** of the campus, we will try to reschedule missed class or lab time once the base reopens. We ask all faculty and students coming to campus for these courses to practice as much social distancing as possible. Continue regular hand washing and avoid close contact whenever feasible.
- Staff and faculty who are not teaching this quarter should also maximize teleworking during this period. **We urge supervisors** to give everyone as much flexibility as possible, use teleconferencing for meetings, and generally avoid requiring employees to be in close proximity.
- Staff and faculty are encouraged to use Microsoft Teams (<https://teams.microsoft.com/downloads>) for collaboration and communication. **Microsoft Teams** brown-bag sessions will take place from 17–20 March, T–F, from 1200–1250 in Reed Hall Rm 102. Access remotely at <https://zoom.us/j/183047677>.

Many of you have already taken the DL workshops, and that's terrific! I need all faculty to rise up to this challenge to become better distance teachers and learners. It is likely that NPS will be called on to do more distance learning education in the future, and we can use this time to make DL a strong core competency and part of our growing value proposition.

VIRTUAL TOWN HALL: At 1400 on Wednesday, 18 March, I will conduct a second Virtual Town Hall to provide further details and information:

- The Virtual Town Hall can be viewed at: <https://wiki.nps.edu/x/xbPuRQ>
- Submit advance questions here: <https://wiki.nps.edu/x/MLTuRQ>

- Calendar invite [here](#): (click to download and open with Outlook)

These are unprecedented times and I am very proud of how everyone is coming together to support each other professionally and personally. This is what makes the NPS community so special. Take care, be safe and we'll get through this as a team!

Be sure to watch CNO Admiral Gilday and MCPON Smith address to the Fleet:

[https://www.youtube.com/watch?time\\_continue=18&v=ac6cETDxpnk&feature=emb\\_logo](https://www.youtube.com/watch?time_continue=18&v=ac6cETDxpnk&feature=emb_logo)

I look forward to addressing you and taking questions in the Virtual Town Hall on Wednesday.

Sincerely,

Ann E. Rondeau, Ed.D.  
Vice Admiral, U.S. Navy (Ret.)  
President, Naval Postgraduate School

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View previous Virtual Town Hall

here: <https://wiki.nps.edu/display/INVIDEO/Coronavirus+Virtual+Town+Hall+with+President+Ann+E.+Rondeau>