

Hi,

I am following up on the email from Human Resources last week regarding the revised [Temporary COVID-19 Workplace policy](#). In the attached document, you will find information about procedures related to Covid-19, including continuing course instruction if a faculty member has to be quarantined or isolated.

The document also provides additional guidance on teaching in-person classes. With the spring 2022 schedule now available for viewing and with student registration beginning on October 26, it is important that the schedule accurately reflects how courses will be taught, so students know what to expect when they register for courses. Per the Faculty Policies and Procedures Manual, the published course schedule should reflect how a course will meet under normal circumstances. Any significant or regular deviation from being in-person needs to be listed in the published course schedule, and faculty need to receive permission from their department chair and dean for doing so. Any changes to the Spring 2022 schedule need to be discussed with your department chair as soon as possible.

The attached document was developed in consultation with academic deans and with department chairs. If you have further questions, please reach out to your department chair.

Thank you for working diligently to support our students in this first month of the semester. If you have students or advisees you are concerned about, please don't hesitate to reach out to your Associate Dean or to Rebecca Sturgill (sturgillrk@longwood.edu), director of the Center for Academic Success, who coordinates our Early Alert System.

I hope you have a chance to enjoy the beautiful weather forecast for this weekend.

Best wishes,
Lara

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