

Hi,

Even though this semester has just begun, the class schedule for Spring 2021 is being finalized in the next few weeks. We are planning to conduct next semester much as we have this one – with socially distanced classrooms and courses taught in a variety of formats, from fully online to fully in-person. I want to share with you some important aspects about planning for the spring semester.

#### NO UNDERGRADUATE IN-PERSON INTERSESSION

We do not plan to offer undergraduate in-person intersession courses. If you had planned to teach such a course, please reach out to your department chair to discuss options for that course. Winter Study Abroad courses have also been canceled.

#### ROOM REASSIGNMENTS

As he previously did for fall classes, David Shoenthal has emailed department chairs asking about which courses should be prioritized to larger rooms so that they can be conducted fully in-person. Department chairs need to send these room prioritizations to him by **Monday, September 7.**

#### FACULTY TEACHING ADAPTATIONS

We will continue the faculty teaching adaptations for the spring. If you already have an approved faculty adaptation for this fall, your adaptation will automatically continue. I will be reaching out directly to you for information about your requests for adaptations for your spring courses.

As we did for this fall semester, faculty who fall into one of the following categories may request a teaching adaptation for the spring 2021 semester:

- Is age 65 or older or has a medical condition that puts them at increased risk for severe illness from COVID-19. The [Centers for Disease Control](#) (CDC) has the latest information about these medical conditions. They are also listed on the attached form.
- Is a caretaker of a household member in one of the CDC high-risk categories.
- Has childcare/schooling considerations due to COVID-19.

If you fall into one of the above categories and would like to request a teaching adaptation for spring 2021, please use the attached form and email it to Human Resources ([hrcovid19@longwood.edu](mailto:hrcovid19@longwood.edu)) no later than **Monday, September 7**.

#### DISPLAYING COURSE FORMATS IN THE SCHEDULE

Once room reassignments and course formats are finalized, we plan to have classes coded in such a way to better indicate the format in which the course will be taught (fully online, formally hybrid, blended with technology because of room social distancing restrictions, or fully in-person). We will communicate the details of this coding to both faculty and students before advising begins.

I recognize that the continuing uncertainty about the future makes it difficult to plan conclusively. However, in our efforts to have a schedule from which students will be able to make clear choices, we are asking for this information now.

Best wishes,  
Lara

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## Faculty Teaching Adaptation Request Form for Spring 2021

Faculty who received an approved adaptation for the Fall 2020 semester do not need to fill out this form; instead, they should fill out the form emailed directly to them.

Faculty who fall into one of the following categories may request a teaching adaptation for the spring 2021 semester:

- Is age 65 or older or has a medical condition that puts them at increased risk for severe illness from COVID-19. The [Centers for Disease Control](https://www.cdc.gov) (CDC) has the latest information about these medical conditions. For a list of those conditions, see the end of this form.
- Is a caretaker of a household member in one of the CDC high-risk categories.
- Has childcare/schooling considerations due to COVID-19.

Faculty may request a teaching adaptation by completing this form and submitting it to Human Resources ([hrCOVID19@longwood.edu](mailto:hrCOVID19@longwood.edu)) by **September 7, 2020**. Human Resources will verify the faculty member's eligibility. Contents of this request are confidential. Although the provost, your dean, and your department chair will participate in the adaptation process, information about your medical condition, including medical documentation, will not be shared unless you authorize it.

Please fill out the information below:

<b>Name:</b>
<b>Job Title:</b>
<b>Department:</b>
<b>Email:</b>
<b>Preferred contact phone number:</b>
<b>Are you LOTI trained?</b>

<b>Please list the reason(s) you are requesting a teaching adjustment. Appropriate medical documentation should either be provided with this request or as soon after submitting the request as possible.</b>
<b>If the reason for the request is temporary, what is the anticipated date you will no longer need the adaptation?</b>

Please consult with your department chair if you are uncertain about your course schedule for the spring. In the table below, list the courses (with section number) you are teaching, and beside each one place the adaptation you are requesting. The chosen adaptation should come from the following list:

1. online synchronous (online sessions will occur at the time your course is scheduled);
2. online asynchronous (course interactions will not be scheduled in my.longwood);
3. hybrid synchronous (including which days & times are online and which are F2F);
4. hybrid asynchronous (including which days & times are F2F);
5. other (e.g., larger room; please explain).

Course w/ Section Number	Requested Adaptation

**List any other job duties for which you are requesting an adaptation.**

By sending this form to Human Resources, I am attesting to the veracity of the above information to the best of my knowledge. I acknowledge that I am requesting a reasonable adaptation. I agree to cooperate fully with Human Resources in responding to my request, including providing any appropriate medical documentation. I understand that I may not be provided with the specific adaptation that I have requested.

Longwood provides reasonable adaptations due to COVID-19 to qualified faculty members. In general, it is the employee’s responsibility to inform their supervisor that they need a COVID-19 related adaptation. A supervisor is not required to provide reasonable adaptations if they are not aware of the employee’s need and desire for the adaptation. Those eligible for adaptations are determined and identified by Human Resources. Reasonable adaptations are implemented in a collaborative process among the employee and their supervisors.

CDC high-risk categories include:

- People who are age 65 years and older;
- People of any age with the following conditions are at increased risk for severe illness from COVID-19:
  - Cancer
  - Chronic kidney disease
  - COPD (chronic obstructive pulmonary disease)
  - Immunocompromised state from solid organ transplant
  - Obesity (body mass index [BMI] of 30 or higher)

- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
  - Sickle cell disease
  - Type 2 diabetes mellitus
- People of any age with the following conditions might be at an increased risk for severe illness from COVID-19:
  - Asthma (moderate-to-severe)
  - Cerebrovascular disease (affects blood vessels and blood supply of the brain)
  - Cystic fibrosis
  - Hypertension or high blood pressure
  - Immunocompromised state from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
  - Neurologic conditions, such as dementia
  - Liver disease
  - Pregnancy
  - Pulmonary fibrosis (having damaged or scarred lung tissues)
  - Smoking
  - Thalassemia (a type of blood disorder)
  - Type 1 diabetes mellitus