

Dear COM Graduate Program Spring 2020 Instructors,

As you are aware the University has issued a formal announcement concerning the evolving coronavirus (COVID-19) outbreak. The health and safety of our students, faculty and staff is our highest priority and we are closely monitoring the situation.

Please refer to the [University's designated site](#) for specific information on helpful contacts, travel advice and preventive recommendations, and please share with your students as appropriate.

If you need to stay home due to illness or care of a family member please let our office know as soon as possible and send us your plan for how lectures and exams will continue in your absence. Possible options are posting lecture content to canvas, skyping lectures for small classes and/or assigning independent study material. Faculty are also encouraged to arrange one or more backup instructors who can assist in providing lecture materials and/or exams in your absence. Please let our office know the names of your backup instructor(s) so that we can help you facilitate contacting them if needed.

We encourage faculty to assist students who are forced to miss class or exams due to illness or care of a family member by providing accommodations including those listed above. If you need help arranging this or contacting students we are here to help in any way we can.

Please don't hesitate to contact us if you have any questions.

All the best,

*Marc Kantorow, PhD
Assistant Dean for Graduate Programs
Professor of Biomedical Science*