

Dear Faculty and Staff,

This email is a follow up to the announcements made by President Mason to cancel on campus classes the week of March 16-20 and to transition employees to remote operations. This email focuses on faculty and staff related updates. Thank you for your optimism, resilience, and courage as we navigate these uncertain times and for your continued dedication to student success.

Thank you, for staying connected and engaged with quality information, recommendations, guidance, and these updates.

RECENT KDHE AND CDC UPDATES

The Kansas Department of Health and Environment's recommendations for travel and quarantine/isolation were updated last night, to include mandating 14-day home quarantine for Kansans who have:

Traveled to a state with known widespread community transmission (currently California, Florida, New York and Washington state) on or after March 15.

Visited Eagle, Summit, Pitkin and Gunnison counties in Colorado in the week prior to March 15 or after.

Traveled on a cruise ship or river cruise on or after March 15.

- People who have previously been told by Public Health to quarantine because of their cruise ship travel should finish out their quarantine.

Traveled internationally on or after March 15.

- People who have previously been told by Public Health to quarantine because of their international travel to China, South Korea, Japan, Italy and Iran should finish out their quarantine.

Received notification from public health officials (state or local) that you are a close contact of a laboratory-confirmed case of COVID-19. You should quarantine at home for 14 days since your last contact with the case. (A close contact is defined as someone who has been closer than 6 feet for more than 10 minutes while the patient is symptomatic)

There is no need for returning travelers to notify KDHE about their return. Information on COVID-19 cases in the U.S. and states with community transmission can be found at www.cdc.gov/coronavirus/2019-ncov/index.html.

Please review the complete KDHE release, attached, or you can [view on the website](#). Recent federal guidance is also attached, and can be viewed on the [CDC website](#).

FHSU continues to urge everyone to review and adhere to public health guidance, including that of the CDC and the KDHE, which is continually being updated.

CAMPUS OPERATIONS

THE KELLY CENTER

FHSU has taken proactive measures to deal with the Coronavirus public health challenge. As the Kelly Center staff work to support the campus community during this challenging time, please note the Kelly Center is available for counseling services during [normal business hours](#). No onsite services are provided. All appointments will be conducted by phone or video during normal business hours. If phone or video consultations are not feasible, contact the Kelly Center office. Please view the Kelly Center website for a complete list of [available services statuses](#).

STUDENT FISCAL SERVICES

The Student Fiscal Services office is “open” for receiving Cash Sales for deposit processing until the end of the day tomorrow, Friday, March 20th. The office will be working on a limited “open” time for Cash Sales to be delivered to the SFS office beginning next week. More detailed information will be forthcoming. If you have any questions, feel free to call the SFS office at (785) 628-5251.

CAMPUS MAIL

Beginning Monday, March 23, the Mail Center will be open M-W-F from 8:30 – 10:30 am for mail pickup/drop off. This schedule may be adjusted as needed. The entrance south of the main west entrance will be open.

WAREHOUSE

Beginning Monday, the Warehouse will be open M-W-F from 8:00 am till noon to receive freight and for folks to pick up packages. Any unclaimed packages will be stored at the Warehouse. Please don't hesitate to contact Wayne (#4230) or me with any questions.

PRINTING SERVICES

Printing Services will close its doors to walk-in traffic at the end of the day March 19, 2020. Printing Services will continue to serve University printing requests via e-mail or phone. Please do not hesitate to contact the office at (785) 628-5310.

STUDENT HEALTH

The student health center will no longer schedule patient visits at this time, however, the staff will be available by telephone to refill prescriptions, process medical record requests and provide some limited assistance to help patients with their healthcare needs. Students are encouraged to follow-up as needed with their primary care physician if they have one. Students can obtain healthcare services in Hays at:

- HaysMed Walk-In Clinic - 3216 Vine at Big Creek Crossing, Hays - (785)- 261-7065
- First Care Clinic - 105 W 13th St., Hays - (785) 621-4990 - Please call ahead for appointments

The student health center telephone (785-628-4293) and email (healthcenter@fhsu.edu) will be monitored daily, Monday through Friday, between 8:00 a.m. and 4:30 p.m.

FORSYTH LIBRARY

Forsyth Library's building will be closed starting at 4:30 pm on Wednesday, March 18 until further notice. Due to this abrupt closure, the lobby of the library will be open on Thursday, March 19 from 8a m-4:30 pm for all technology equipment to be returned to avoid fines. Equipment and laptops will not be checked out from this day forward. Books can be renewed online through [your library account](#) or checked out for an extended due date.

Even though the building is closed, Ask a Librarian online research help is still available during regular daytime, evening, and weekend hours via [chat](#), [email](#), and [scheduled Zoom meetings](#). Please visit the [library website](#) for complete details and follow us on [Facebook](#) or [Twitter](#) for updates.

TIGER WELLNESS CENTER

The Wellness Center will close on March 20. Center staff will be working remotely to create a series of home wellness and fitness videos, share local walking and running trails, and develop other virtual wellness opportunities for the campus community.

INFORMATION FOR WORKING REMOTELY

RESOURCES

Tech Services has developed a website with helpful information for working remotely. This includes installing the VPN on your computer, forwarding your phone, using various collaboration tools, and other useful tips. Please see the website: <https://www.fhsu.edu/technology/working-remotely>

ADOBE CREATIVE CLOUD

As a result of higher education campus closures, Adobe has provided temporary at-home access for all FHSU faculty/staff and students, so that they can continue their work remotely. Please view [instructions to access Adobe Creative Cloud](#).

INTERNET SERVICE

Purchasing staff have been in contact with local internet service providers. Both companies, Eagle and NexTech, believe they have sufficient service available to take care of the increased need due to the FHSU guidance for remote operations. In fact, both have plans to increase their capabilities in the near future. Finally, both suggested that if issues

arise with your service you should contact their support service area and they will help you out.

TEACHING INNOVATION AND LEARNING TECHNOLOGIES

In light of FHSU's move to online delivery for the balance of the semester, TILT is offering a number of resources in addition to TILT's continuing support of course development, faculty development, and ed tech tools such as Blackboard. To account for different preferences, TILT staff have planned synchronous, asynchronous, on-campus, online, individual and group training opportunities.

The resources cover 7 base topics:

- University Webpage (<https://www.fhsu.edu/learningtechnologies/facilitating-class-remotely/>)
- Online Professional Development Modules "Remote Teaching & Learning: Spring 2020" (Available Week of 3/23)
- Individual Zoom appointments with TILT Staff (See link on FHSU webpage link above)

Topic Descriptions:

1. **Student Feedback:** VidGrid, Grammarly, Bb Announcements, Bb Notifications
2. **Blackboard:** Calendar, Notifications, Content (assignments, media, etc.), Exams
3. **Asynchronous Tools:** Blackboard Discussion Boards, Yellowdig, Voicethread
4. **Synchronous Tools:** Zoom, Blackboard Collaborate Ultra
5. **Academic Integrity:** Respondus Monitor, Examity, Safe Assign
6. **Accessibility:** Video Captioning (VidGrid), Ally
7. **Lecture Capture:** VidGrid, Voicethread

STUDENTS

SPRING 2020 WITHDRAWAL DATE

Due to the [COVID-19 Response](#), Fort Hays State University has made the decision to extend the final withdrawal deadline by one week from March 30 to April 6, 2020 for full semester (16-week) courses. Prior to submitting a withdrawal, please communicate with your academic advisor to discuss the success strategies and possible impact to your educational plan and goals.

STUDENT EMPLOYMENT

University student employees who are not already working from home will be asked to transition from working on campus to working remotely to the fullest extent possible. Employees working remotely will be expected to continue to complete assigned duties and responsibilities using appropriate communication channels and technology. If a student is unable to work from home they will continue to be paid based on the average number of hours the student worked prior to the implementation of remote campus operations.

Please contact your supervisor to plan for any requests you might have in this area, supervisors will funnel requests to division heads.

ONLINE STUDENT SUPPORT

While faculty and staff see the daily impact on our on-campus students of this transition, many of our online students are dealing with the same or more disruptions in their daily lives. Our online students from across the country are dealing with both job losses and childcare issues too. Please keep in mind in communicating with online students that we do need to be sensitive to their situations and the time/life changes they are going through as well.

EVENTS TRANSITIONING TO ONLINE

Oloff Symposium: The [FHSU Oloff Family Educational Symposium](#) will now be hosted virtually through a webinar format on Thursday, April 9th.

Scholarly and Creative Activities Day: The SACAD committee will offer a [simplified virtual platform](#) for students, faculty, and staff to display and share their research and scholarly activity. Posters will be available for viewing via a Google slide show.

2020 Student Honors Exhibition: There will be an online 2020 Student Honors Exhibition online instead. As planned, student work will be juried by Ron Michaels, director of the Birger Sandzén Memorial Gallery. He will choose scholarship winners to the tune of \$7,000, and the Department of Art and Design will announce and showcase those winners online along with the complete gallery of selected works.

View information about online events and event cancellations please visit <http://fhsu.edu/covid-19-response/events>

FHSU CORONAVIRUS WEBSITE

Remember to check out our COVID-19 Response page regularly for links to this update, prior announcements, FAQs, and other resources and information.