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Faculty & Staff FAQ from 6 Ft. Together Portal

University of Georgia School of Law

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FACULTY/STAFF FAQ

new updates

UPDATED GUIDANCE ON FACE COVERINGS: *The University System of Georgia (USG) and UGA are requiring that all faculty, staff, students, and visitors wear an appropriate face covering while inside campus facilities/buildings where six feet social distancing may not always be possible. Through consultation with the Medical Oversight Task Force and the Preventative Measures Advisory Board, UGA has determined that face coverings must be worn in certain areas inside University facilities at all times because it is not always possible to meet social distancing requirements (i.e., at least six feet of physical distance from others can be maintained in all directions at all times) due to the typical occupant densities that occur throughout campus.*

These areas include but are not limited to: classrooms, teaching labs and other instructional spaces, conference rooms, hallways, enclosed stairwells, elevators, lobbies, lounge areas, public restrooms, shared work spaces, common areas of residence halls, student activity and exercise centers, performance spaces, retail spaces, museums, libraries, and dining services facilities (unless seated and actively eating). Face coverings are required even when moving through shared spaces such as lobbies, elevators, stairwells, lounges, etc., when using campus public transportation (including bus stops) and while inside university vehicles if more than one person is present. Face coverings are not required when alone in an enclosed office or study room, for students in their own residence hall rooms or suites, in dining areas when seated and actively eating, or in campus outdoor settings where social distancing requirements are met and the person has control over someone entering into their six-foot vicinity.

Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons. Employees seeking such an accommodation should contact [Human Resources](#), while students should follow the [Disability Resource Center's](#) existing accommodations process.

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12/17 - **What if I have a medical condition or the person I care for does?**

Accommodations

This concerns the care of any employee (staff or faculty) whose **personal** health may be affected by COVID-19. If you would like to request a COVID-19 Related ADA Accommodation for your own medical condition, details can be found on page 10 of the [guidelines](#).

Please note, an employee may submit an [accommodation request](#) at any time.

Other Leave

This concerns situations where the care of a family member or someone who lives with you may be affected by COVID-19 (including child care situations). If you would like to submit a request in these situations, details about the Families First Coronavirus Response Act (FFCRA) and the Family Medical Leave Act (FMLA) are located on page 11 of the guidelines. More details regarding FFCRA and FMLA are also on the [UGA HR website](#). As always, please feel free to reach out directly to Kristen Marinzel (KMarinzel@uga.edu) with questions. **Please note the FFCRA leave ends 12/31/2020.**

How do I enter my time in OneUSG?

It is expected that all full-time employees are working per their usual schedule. If you are unwell or otherwise unable to work during this period of remote working, enter your leave in OneUSG through the standard leave-request process.

Any employees paid bi-weekly in OneUSG should enter any hours worked from home with the time reporting code "00TWH-Teleworking Non-Exempt". The Teleworking time

code will maintain your usual payrate, but allow better reporting for UGA during this time. Payroll will continue to run per the usual USG Payroll schedule.

How does the non-closure emergency leave apply to my position?

For many of us at the Law School, we will not be entering the non-emergency leave in OneUSG at this time. The leave is specific for those that are unable to telecommute or perform work off site, such as a facilities electrician. More details can be found on the [ArchNews release](#) from March 25, 2020.

UGA HR FAQ's regarding non-closure emergency pay: <https://hr.uga.edu/faqs/>

Are there remote training or professional development opportunities?

Yes, the HR Training and Development team have created a great resource filled with remote learning and training options linked below. We encourage you to explore these on your own or create a learning plan with your supervisor.

[Recommended Professional Development Activities While Working from Home](#)

What if I am having trouble working remotely?

Please reach out to your supervisor to see if there are additional IT resources available, or reach out directly to Kristen in HR.

If you or your family need additional resources, please not hesitate to reach out to Blake or Kristen as well.

Benefits

Are there other COVID-19 benefits available? Yes, all University System of Georgia employees are now eligible for **free COVID-19 virtual screenings** through Augusta University Health System's AU Health Express Care app. More details can be found on the [ArchNews release](#) from March 27, 2020.

12/17 - UGA is also offering COVID-19 Surveillance Testing to employees. More details can be found on the [Testing Portal website](#).

Please also see the [UGA Wellbeing Resources](#) that are available for faculty and staff!

FACULTY-SPECIFIC INFO

Assistance with Online Instruction

NEW 8/14 - The Law Library and the IT Staff have created a guide that contains videos on how to use eLC, Zoom and Kaltura to create your online courses. The guide also has links to content that can be used in your online course and a list of resources on online instruction generally.

<https://libguides.law.uga.edu/online-instruction>

TWEN/eLC

Faculty may use TWEN or eLC for their online course management. However, the Law School only has a finite amount of space for course materials in TWEN, so please link out to any videos you have created using OneDrive. Please contact the IT staff at lawit@uga.edu or (706) 542-0895 with any questions.

Course E-Reserves

NEW 1/14 - The Law Library will continue to provide course reserve services for faculty planning their courses for the spring semester, with some changes due to the COVID-19 situation.

This academic year, the Law Library encourages instructors to utilize electronic course reserve resources, which can integrate with eLC and limit students' need to access physical materials and spaces. Electronic course reserves also position faculty for a potential pivot back to online instruction at any point in the school year.

To facilitate this emphasis on electronic materials, faculty members can request electronic versions of books and materials, including the scanning of journal articles or book sections, or consult with a reference librarian (lawref@uga.edu) to consider alternative materials. For questions about the fair use of materials,

see the [Copyright and Fair Use Statement](#); or contact Stephen Wolfson at stephen.wolfson@uga.edu.

Faculty members may request that law library materials be held on course reserve with a 1-day loan period. A previous option to allow 2-hour loans has been eliminated for 2020-2021 to ensure the safety of patrons and staff. Physical course reserve materials will be quarantined for 72 hours after each use.

To request electronic or physical course reserve materials, complete the online form at <https://portal.law.uga.edu/electronic-course-reserves>.

For any questions about course reserves, contact Heather Simmons, heather.simmons@uga.edu.

Access to Study Guides/Assessment Activities

West Academic Study Aids Online (Ongoing Access via the Law Library) provides access to several study aid series including: Acing series, Black Letter Outlines, Career Guides, Nutshells, Law Stories series, Concise Hornbook/Hornbook series, Law School Legends Audio series and Sum and Substance Audio series.

Go to: <https://0-subscription.westacademic.com.gavel.law.uga.edu/>

Click on Create an Account

After you have made an account or if you already have an account you can go to directly to <https://subscription.westacademic.com> and Sign In with your West Academic Study Aids Account. This way you will not have to use the UGA authentication every time. For more assistance see these Guides for Access per Browser: [Firefox](#), [Safari](#)

CALI (Ongoing Access via the Law Library) provides access to more than 1,000 interactive tutorials on legal topics.

Go to: <https://www.cali.org/>

Login or Create New Account with your @uga.edu email and the following keycode:

Students: GEOUN1stu83

Faculty: GEOUN1fac83

Timed Assignments and Blind Grading in TWEN

This video shows how to create timed assignments and implement blind grading in TWEN. <https://vimeo.com/ugalaw/review/161620949/40be2216df>

Chronicle of Higher Education

The Chronicle of Higher Education has provided remote access to its articles. You will need to sign in with your UGA email. If you do not have an account set up, remote users can set up a Chronicle.com account by visiting [this link](#).

Document Delivery/Research Services

NEW 1/14 - Please send any document delivery or research requests to stephen.wolfson@uga.edu or lawref@uga.edu. The Law Library can deliver hard copies of books and other materials to your mailbox.

Library Services

Library Facility Hours

We encourage all library visitors to watch our [reopening video](#).

- Mon - Thurs, 7am - 9pm
- Friday, 7am - 7pm
- Saturday, 9am - 5pm
- Sunday, 1pm - 9pm

Reference & Research Services

NEW 1/14 - Virtual reference assistance is available Monday through Friday, from 9 AM to 5 PM. Services include email, video conference, and [chat](#). Please contact lawref@uga.edu for more information or to schedule a consultation. Please use the resources librarians have gathered for you by [visiting our faculty resource guide](#).

Circulation

NEW 1/14 - If you have questions related to [course reserves](#), borrowing or

returning materials please contact lawcirc-l@listserv.uga.edu. Scanning and electronic delivery, or postal delivery, are available. Please use lawref@uga.edu to request delivery of items in the Law Library. Items can be delivered to you via mail or dropped off in your law school mailbox or office. The Law Library can also scan and e-mail portions of an item or an electronic version of an item if it is available.

Anything Else

NEW 1/14 - Please contact Stephen Wolfson at stephen.wolfson@uga.edu if you have questions about anything and he will be happy to assist or put you in touch with someone who can help.

Clinical and Experiential Learning Programs

6/18 - What guidance are we working under for summer placements? Are clinic and externship activities required to be conducted remotely during the summer?

The law school has been granted a limited exception allowing face to face work for students participating for credit in clinics and experiential learning placements this summer. This exception is subject to the following guidance: all face to face participation must be voluntary on the part of the student and students electing to do in-person work must sign a waiver supplied by the Office of Legal Affairs; Face to face activities must comply with best practices for safety and health, including social distancing; the faculty supervisor, Dean or Associate Dean must approve this work, and the faculty supervisor should keep the Associate Dean for Clinics apprised of the status of students working face to face. Face to face activities are appropriate when there is no comparable way for the student to perform the work or learn remotely. As mentioned, this exception only applies to students who are performing work for credit. Students who are working for a clinic for pay during the summer should follow the rules for employees, and resume face to face work in accordance with UGA's phased reopening plans as implemented by their supervisor.

6/18 - What about fall semester? Will these same rules apply then?

At present, the plan for fall semester is to resume in-person instruction subject to social distancing and best practices for health and safety. This will include clinic and externship work. The physical spaces controlled by UGA Law that are associated with in-house clinics, externships, and semester-in-practice

placements (e.g., the Bank of America building) are being evaluated and will be governed by individualized health protocols. Where it is possible to safely engage in face to face activity with clients in clinics or at field placements, then this will be permitted. In general, law students enrolled in clinics should expect to participate in in-person activities as permitted unless they request and qualify for an accommodation. Where that is not possible, then faculty and field placement supervisors should develop alternate assignments that can be done remotely that directly relate to the learning objectives for the particular course. Depending on the nature of the program, faculty who teach clinics or externship placements in which an enrolled student cannot adequately participate in face-to-face activities and no suitable alternatives can be identified may want to explore (with the student and Associate Dean) options such as deferring the student's enrollment in the course. Please keep in mind that the situation with COVID 19 remains fluid and things could change.

Office Workspace

Personalized signs

7/20 - In an effort to allow each of us to have some control over our own work space, the law school's signage committee has created signs that can be posted on your doors or desks that can be personalized with your preferred social distancing message (and can be easily altered as conditions change). These signs are available for pick up in Cathy Dasher's office. She will have dry erase markers available along with sanitizing wipes to use while in her office to personalize your sign, which you can then post when you return to your office.

Cleaning and Sanitizing

7/20 - In an effort to help our campus maintain a reduced viral and bacteria load, there are Disinfection Wipe Stations placed in campus buildings. These wipe stations are for HARD SURFACE cleaning and are not hand sanitizer wipes. Additional information on the use, safety protocols and a user video are available. Disinfection station [information](#) is available. A video is available at this link as well.