**Flu Tip Sheet for Faculty**

**Announce to students that they should not come to class if they become ill.** The University has adopted the CDC recommendation that members of the campus community who develop flu-like illness should self-isolate until at least 24 hours after they are free of fever or signs of fever. Let your students know that they should follow this recommendation in deciding whether or not to come to class.

**Use flexibility and good judgment in excusing student absences and waive requirements for written excuses from medical personnel.** During a widespread flu outbreak, the University Health Service and other health care facilities will not have the capacity both to treat students and to provide documentation excusing student absences. Therefore, faculty are asked to waive any requirement for written excuses in their courses.

**Be prepared for students who must miss exams or assignment deadlines due to illness.** Have a plan for handling requests to make up work that maintains fairness and equity. Recognize that in some instances work or exams may simply need to be excused or an alternative assignment substituted. Consider how you might use educational technologies to allow students to work from home once they are feeling better but are still self-isolating.

**Use your course site to address “just-in-time” steps – particularly if YOU get ill**

A flu outbreak makes it timely to consider some simple, “just-in-time” steps that instructors can take today to better prepare for continuity of instruction in the event of an escalation of a flu epidemic, if you become ill as the instructor, or another campus emergency. The steps listed here make use of currently available tools in bSpace/bCourses, which can also improve instruction under normal circumstances. It is a good idea to review these suggestions and make them a regular part of your teaching practice.

*Information for bCourses will be added by late-February 2014*

1. **Create a bSpace/bCourses site for your course**

Do this if you have not done so already, so that you may communicate with your class on a regular basis and give students access to course content and resources. See our instructions for how to create a course site.

   [http://bspacehelp.berkeley.edu/how_to/administration/create-course-site](http://bspacehelp.berkeley.edu/how_to/administration/create-course-site)

   *Please note that in order for your students to have access to the course site, you must add the roster to your course site. You will be prompted to do so when you create your course site.*

2. **Facilitate class communications**

   **Announcements:** You can communicate reliably and easily with your class about class requirements, assignments, meeting times, etc. with the Announcements tool. See our instructions for how to post an announcement to your course site:

   [http://bspacehelp.berkeley.edu/how_to/announcements/post-announcement](http://bspacehelp.berkeley.edu/how_to/announcements/post-announcement)

   Alternatively, you may email your entire class with the Email Archive. To set up an email archive, you will need a course site. You may then set up an archive by following these instructions:

   [http://bspacehelp.berkeley.edu/how_to/communication/email-archive-tool-setup](http://bspacehelp.berkeley.edu/how_to/communication/email-archive-tool-setup)

3. **Make course content accessible at all times**

   **Syllabus:** Make sure you have posted your syllabus to your bSpace course site so that students have an easy way to view course assignments, requirements, and end-of-semester events: To learn how to add your syllabus, click here:

   [http://bspacehelp.berkeley.edu/how_to/content/add-syllabus](http://bspacehelp.berkeley.edu/how_to/content/add-syllabus)
Resources: Be sure to put all course materials, handouts, relevant readings in your Resources folder or in MyFiles, your personal resources folder in MyWorkspace. To add content to Resources/My Files, follow these instructions:
http://bspacehelp.berkeley.edu/how_to/content

4. Administer assessments online

We also recommend you post all remaining assignments to the bSpace Assignments tool. With this, you may create, distribute, collect, and grade online assignments. These instructions will get you started: http://bspacehelp.berkeley.edu/how_to/assessment/add-assignment

The bSpace Gradebook tool is also an effective way to store, calculate, and display grade results to students. Start by setting up your Gradebook with this step-by-step:
http://bspacehelp.berkeley.edu/how_to/assessment/set-your-gradebook

5. Communicate with your students

Should you or one of your students not able to meet in person, you might consider using the bSpace Chat tool for office hours. As with other chat tools, the bSpace tool allows you to have real-time conversation with one or more participants. See the bSpace Help or questions and answers related to this tool: http://bspacehelp.berkeley.edu/topics/chat_room

6. Communicate with your GSIs

In the event of a flu outbreak, it is all the more important that you establish regular methods of in-person and electronic communications with your GSIs. Consider setting up a dedicated bSpace site for your GSIs to facilitate sharing of information and communication. Be sure GSIs are aware that changes in course policies such as handing in late assignments or making up a missed exam must be approved in advance by you. Have a plan that specifies how and by when GSIs should notify you about absences should they become ill and how you will cover GSI sections or notify students of a GSI absence For resources and policies on working with GSIs, see the GSI Teaching and Resource Center web page http://gsi.berkeley.edu/faculty/facwithgsis/facwithgsisintro.html.

7. Consider adding a colleague to your bSpace site.

In the event that you are incapacitated, one or more colleagues might be able to fill in for you. Consider adding to your bSpace site another faculty member in your department who could step in and teach your course in an emergency, so that they will have easy access to your course syllabus and other materials.

If you have questions about using bSpace/bCourses to support instruction, please visit http://bspace.berkeley.edu or contact ETS at 510-642-1668 (Instructional Support line).

The campus has also developed a page for helping instructors plan for continuity of instruction in the event of a disaster or an extended emergency. Instructors are encouraged to review these recommendations and to incorporate them into semester plans.

-Content referenced in this document is drawn from:
Pandemic Influenza Instructional Planning Working Group, Final Report, July 2008
Pandemic Influenza CalMessage, Spring 2008
H1N1 Influenza CalMessage, September 9, 2009