



University of Colorado
Denver

College of Arts & Media

Office of the Dean

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COVID-19 OFFICIAL COLLEGE OF ARTS & MEDIA UPDATE

March 10, 2020 10:30 AM MDT

Greetings to all CAM students, faculty, and professional staff:

Who: Our CAM community includes 1350 students, 120+ faculty and 25+ professional staff. Here is a link to the [leadership of CAM and professional program and support staff](#).

What: [COVID-19](#)

Personal Accountability: Read all messages carefully (do not skim, or disregard), test all hyperlinks—and then take questions (students, to your faculty), and faculty and staff (to the person that you report to). Know that this is a fluid situation—and that the leadership of CU Denver and CAM are working diligently to provide responsible, timely, and accurate information.

For Faculty, Students and Staff:

- On Monday, [March 9 at 12:49 pm this message was sent to faculty and staff](#) with a listing of people accountable for maintaining the operations of the College of Arts & Media, under any challenging circumstances.
- All CU Denver university-wide communications are found on [this page](#).
- Check [email](#) on a regular basis
- Check [this page](#) for updated messages (note: the March 9th message has information about potential teaching/learning off-site)
- Everyone needs to be able to connect [to Zoom](#).
- Everyone needs to assure connectivity off-site (smart phones, tablets, laptops, desktops, etc.).
- **All CAM central offices and departmental offices will close for a “rehearsal” Monday, March 16th** to test the systems for working off-site and the CAM COOP (Continuation of Operations Planning). Through using Zoom, the institutional financial and HRM Systems, email, texting, Concur, and the internal project management system Monday.com, we will learn how people and systems work, so that any adjustments can be made. Classes are not canceled—but faculty may choose to teach off-site/online, to “rehearse.”
- CAM Buildings, elevators, stairs, and high-touch areas are being disinfected nightly.
- Assure that personal and emergency contact information has been updated in the [portal](#).
- Graduation/Commencement, exhibitions, music performances, film showings, and thesis shows are all on for now. Please do not speculate about postponements, cancellations or closings. [Go to this page](#) for messages about the decisions of the campus and how CAM will be affected.
- Here is the [official CU Denver site for COVID-19 updates](#).
- Do not passively listen to rumors or hearsay. Please check University communications for updated information.

For Faculty and Staff:

- On Monday, March 9th at 7:43 PM there was a [travel update](#) sent out to everyone. Effective immediately, all nonessential university-related travel (both international and domestic) is stopped, regardless of the funding source. If you have travel scheduled, please work to cancel your plans and request refunds. If your scheduled travel is faculty development grant related, please get in touch with Laurie Baefsky and Anthony Wilson.
- Starting today, please bring home everything required to continue work functions from home. This includes laptops, chargers, and documents.

For Students and Faculty:

- Assure access to [Canvas](#). Canvas and Zoom are the two primary tools for continuing learning and teaching, in case of campus closure.

As your Dean, we can feel assured that the State of Colorado, the [CDPHE](#), the CU System, CU Denver leadership are all working on plans that assure the anticipation of any challenging public health issues, and then appropriate responses.

Laurence Kaptain, DMA & FRSA
Dean