



Communication on Coronavirus (COVID-19) Response #3 Thursday 12 March 2020

**Dear University for Peace Community,
Students, Faculty and Staff,**

Today, 12 March 2020, the UPEACE Coronavirus Task Force held an extended meeting with the Dean, the Academic Coordinator, Academic Department Heads and other University units and key stakeholders, pursuant the previously communicated preventive actions against COVID-19, .UPEACE hereby informs all Community Members of the following added actions:

I. PREVENTIVE MEASURES REGARDING TELEWORKING (WORKING FROM HOME) FOR UPEACE STAFF AND REDUCED SCHEDULE

The following are measures aimed at assuring the continuity of essential tasks, services and functions of the University for its core operation, clients and partners worldwide:

1. The UPEACE Campus will continue to be open for students who wish/need campus services, although with a concentrated working schedule as outline below.
2. Starting Monday March 16th, and after a work plan has been agreed between the staff members and its corresponding supervisor/coordinator, UPEACE will begin implementing **teleworking** (working-from-home) for **all-non-essential** personnel at the campus.
3. Starting **Monday 16 March**, UPEACE Campus will operate on a reduced schedule for **all essential personnel**, as follows:

Time	Activity
07:00 – 08:00	Cleaning and Desinfection of Campus
08:00 – 12:00	Work Shift for Essential Personnel on campus
12:00 – 12:30	Lunch Time
12:30 – 14:00	Continuation of Work Shift for Essential Personel on campus
14:00	End of Working Shift and Bus Departure from campus for Essential Personnel / Campus will be closed thereafter
14:15 – 15:00	Cleaning and Desinfection of Campus
15:00	Departure of Maintenance Workers

UPEACE wishes to firmly impress upon its workforce that the temporary changes mentioned above **do not mean free-time**, but rather a concentrated schedule for **essential personnel only**, aimed at reducing the possible contraction of COVID-19 while at the same time assuring the continuation of essential services, tasks and functions of the University. All **non-essential personnel** working from home are expected to complete an 8-hour shift. Essential personnel should prioritize achieving the maximum possible results during this concentrated schedule.



II. PREVENTIVE MEASURES REGARDING THE MONITORING OF RESPIRATORY SYMPTOMS FOR CAMPUS ATTENDEES

1. Starting **Monday 16 March**, the Healthcare Staff on campus will conduct systematic temperature checks to all campus attendees.

III. PREVENTIVE MEASURES ABOUT CAMPUS CLEANLINESS AND DESINFECTION

1. Starting **Monday 16 March**, between the 07:00 – 08:00 and 14:15 - 15:00, the Campus Maintenance Team will conduct supervised deep cleaning and disinfection protocols of all campus areas. All essential personnel, students and campus visitors must have left the premises prior the disinfection.

IV. ROLLOUT OF ONLINE COURSES

1. As priorly announced, starting **Monday 16 March**, UPEACE will transition all face-to-face course to online courses. UPEACE shall be using the Microsoft Teams Platform. Students will receive direct communication from their Academic Department Heads about the specific rollout for this transition.
2. Tomorrow, **Friday 17 March**, our resident Faculty Members and Visiting Faculty Members will hold a coordination/training meeting on the use of the Microsoft Teams Platform, and will also define the specific implementation guidelines for online course transition.

V. INVITATION FOR CLASS PHOTO

1. UPEACE invites all students who are comfortable coming to campus tomorrow, to meet (while keeping a healthy distance and for a very short amount of time) at the Student Lounge for a 2019-2020 Class photograph for UPEACE's historical record.

VI. RESPONSE PREPAREDNESS AND MEDICAL SERVICES-CAPACITY ASSESSTMENT

1. As per the recommendation of the Public Health Unit of the Division of Healthcare Management and Occupational Safety and Health (DHMOSH), UPEACE is already conducting two different internal assestments on pandemics preparedness and medical services capacities.

VII. PREVENTIVE MEASURES REGARDING BUSINESS, ACADEMIC AND INDEPENDENT TRAVEL AND TRANSIT

1. UPEACE reminds all Community Members that the **Travel History Registry Protocol** (by which the travel pattern of all campus-goers must be declared before anybody's arrival to campus) has now been extended to all Community Members (be it faculty, student, staff and visitors). This means that everyone is being asked to declare travel plans. Please be specific and send a copy of your itinerary to COVID19@upeace.org.



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VIII. AMERICAN UNIVESITY (AU) RECALL OF ALL STUDY ABROAD PROGRAMME STUDENTS

1. Today, **American University (AU)** has decided to suspend all AU study abroad programmess worldwide, effective 11 March 2020. The NRSD Batch is hereby asked to return to their local address immediatly and arrange their transportation to depart for the United States no later than 22 March 2020.