

Our Department's Top 25 COVID-Safe Policies FAQ Guide

COVID-19 has changed how we live and work. Central to our public service mission is to collectively work together to ensure your health and safety. This FAQ document serves as a guidepost in our preparation for Fall 2020. If there is an unanswered question, contact Dr. Sara Rinfret (sara.rinfret@umontana.edu), Department Chairwoman. Our commitment is to remain kind, flexible, and adaptable during these unprecedented times.

1. **When does Fall 2020 semester start and end?**
 - a. Start date: August 19, 2020
 - b. End date: November 25, 2020
2. **If I am a fully online student, when does my Moodle shell open?**
 - a. August 19, 2020
3. **When does Spring 2021 semester start?**
 - a. January 11, 2021
4. **The university has new designations for course delivery – what do these mean? How does this impact DPAP course delivery?**
 - a. *All DPAP regularly scheduled online classes will remain the same and not impacted.*
 - b. **Fall 2020, all DPAP face-to-face classes will be offered in a blended/hybrid model. Here is a list of sample options your professor(s) may adopt:**
 - i. Option A: Professor posts all of their lectures on your course Moodle page and then you meet in-person *or* via Zoom during your designated class time.
 - ii. Option B: Professor posts all course materials on your course Moodle page and you meet in smaller groups periodically throughout the semester (in-person *or* Zoom) during your designated class time.
 - iii. Option C: A MWF class could meet in-person MW and online on F *or* M in-person and WF online/Zoom.
 - iv. Option D: A professor provides course content on Moodle and you meet occasionally on Zoom *or* in-person during the semester for your designated class time.

We believe the blended approach provides flexibility and safety in a time of uncertainty. Your course syllabus will clearly lay out your professor's approach with an iteration of one of the above. Please mark your calendar for your designated class meeting time/day(s) found in Cyberbear.

- c. *Other departments/programs across campus may use one of the following approaches for Fall 2020:*
 - i. Remote (meet for class via Zoom during a set time/day)
 - ii. Face-to-face (only meet in-person)

- 5. Due to the change in the Fall 2020 semester calendar, will the department offer winter session courses?**
 - a. No. Our department already offers courses during Fall, Spring, and Summer sessions. However, if there are outside electives you want to consider to supplement your core MPA coursework, contact Dr. Sara Rinfret to discuss.
- 6. Will my classroom be clean and meet public health guidelines?**
 - a. Yes. Your professor will make sure the space is clean before each class, using approved disinfectant.
- 7. Do I need to wear a facemask for in-person sessions under the blended model?**
 - a. Yes. Students are **required** to wear facemasks on UM's campus, which includes NPAD/PUAD/Law graduate and undergraduate in-person classes Fall 2020 per [MUS policy](#) and Missoula County mask order.
- 8. Will my professor wear a facemask when they are teaching?**
 - a. All DPAP faculty will wear a facemask to teach in-person classes, which follow federal, state, local, MUS, and CDC guidance.
- 9. What if I don't want to wear a facemask to class?**
 - a. A facemask is required in all campus-wide and public buildings/businesses in Missoula, Montana. Follow signage across campus to ensure your nose and mouth are covered.
- 10. Can I bring food and/or beverages to in-person class, department event, or office hours?**
 - a. No.
- 11. Do I need to wear a facemask for office hours with a professor?**
 - a. Yes. Follow signage in our hallway.
 - b. If you arrive early, we ask that you wait outside in the law school atrium until your designated meeting time.
- 12. What if I forget my facemask?**
 - a. Each professor will have a limited supply of disposable facemasks on hand if you misplace or forget.
 - b. The University of Montana is providing each student and faculty member with a health and safety kit (e.g. facemasks, hand sanitizer, disinfectant, instructions).
- 13. What if I get sick or I am in contact with someone exposed to COVID-19?**
 - a. Stay home until you feel better.
 - b. Stay home and quarantine if you or a family member/friend is exposed to COVID-19.
 - c. Stay home if you have been in contact with someone exposed to COVID-19.
- 14. What if someone in my class gets sick and we are exposed?**
 - a. Your class will move to online for a given timeframe, if necessary.
- 15. How do I make up my work if I am impacted by COVID-19? [for all students]**
 - a. Your professor will provide options for you to receive missing material (e.g. providing slides or recording of lecture). Make sure to notify your professor in advance. We realize this may occur periodically throughout the semester.

- b. If your illness persists, you will set up an appointment with the Department Chairwoman to come up with a plan of action to successfully complete the semester.
- 16. What if my professor becomes ill or in contact with someone sick?**
- a. Your professor will stay home and communicate how coursework will be delivered via Moodle. If it is a long-term illness, course materials will be covered by another professor in our department.
- 17. What if I don't feel comfortable taking a blended class this fall?**
- a. Contact Department Chairwoman, Dr. Sara Rinfret to discuss alternatives.
 - b. Accommodation requests from [Disability Services](#) are due July 31, 2020. Department Chairs/professors are notified. If something changes, work with UM disability services.
- 18. Will internship opportunities be impacted?**
- a. No. Employees and organizations are shifting to remote options and safe in-person opportunities. Review our [careers](#) page to view opportunities or meet with our internship advisor, Dr. Adam Brewer.
- 19. How can I be a good representative of my learning community?**
- a. Wear a mask.
 - b. Be kind, empathetic, and understanding of others.
 - c. Remember your decisions impact your classmates, professors, and their families. This [link](#) explains COVID-19 risk levels.
- 20. What if the University of Montana has a COVID-19 outbreak?**
- a. Each professor in our Department will successfully shift to fully online from the blended model. The blended model provides a smoother transition if this is necessary. We are nationally recognized for our ability to teach online, in-person, and via robot. The quality of your education will not be impacted.
 - b. Online courses will continue as planned.
- 21. How do I get in/out of the School of Law?**
- a. The School of Law uses a card swipe system to enter the building, accessible using your Griz Card. Your 790 has been entered into our system.
 - b. [In preparation, make sure to obtain a UM Griz Card.](#)
 - c. If you forget your Griz Card, [call Campus Safety](#) to let you into the building. We recommend adding "Campus Safety" to your telephone contacts.
- 22. Will DPAP events be held Fall 2020?**
- a. Fall 2020 events will be remote *or* in-person; invitations sent in advance via email.
 - b. Annual Scholarship Brunch and Celebrating Students event to be held Spring 2021.
- 23. When are Fall 2020 MPA Portfolios due?**
- a. November 6, 2020 (email to Dr. Rinfret)
 - b. When can I schedule my exit interview (email to be sent in September)
- 24. What if I have advising or program level-questions?**
- a. All department (grad/undergrad) level coursework/programming/billing questions, contact Dr. Sara Rinfret (sara.rinfret@umontana.edu); 406-243-4702.

- b. Undergraduate nonprofit minor advising (Dr. Anna Margaret Goldman, anna-margaret.goldman@umontana.edu).
- 25. Where can I find COVID-19 resources (e.g. financial, health)?**
- a. [University of Montana Resource Page Link](#)