

Subject: [mmgst] UC Davis in suspended operations//ACTION REQUIRED

Date: Wednesday, March 18, 2020 at 5:46:55 PM Pacific Daylight Time

From: mmgst-request@ucdavis.edu on behalf of Eva Jakob

To: mmgf Sympa List, mmgem Sympa List, mmggs Sympa List, mmgjs Sympa List, mmglec Sympa List, mmglst Sympa List, mmgpd Sympa List, mmgps_r Sympa List, mmgst Sympa List

Dear colleagues

You have likely heard that Yolo County has issued shelter-in-place order and that UC Davis is moving to suspended operations effective immediately, as per the Chancellor's message sent out today.

What does this mean for MMG?

1. All research activity needs to be ramped down to zero, and this can be done in an orderly fashion over the next days or so by designated personnel.
2. The attached Ramp-Down Checklist might be useful for you.
3. After ramp-down is completed, it will be best to switch off and unplug all unneeded equipment, close gas tanks, etc.
4. Define the essential tasks (animals, freezer and liquid N2 monitoring, etc) and organize their completion by essential personnel, which will be able to come to campus. Faculty will find an attached form letter that might be needed in the future to authenticate designated and essential personnel.

Teaching-related issues

1. **ACTION ITEM:** All faculty teaching Spring 2020 need to send me their syllabi as soon as possible. Mitch needs to send these to Michele to be distributed to the other Colleges and Units as to what modifications we are doing to our courses. This has to do with specific requirements certain Units need for licensure of specific majors.

2. While lecture capture is currently open, all faculty need to be prepared to record lectures in their office or at home. The current availability of lecture capture rooms could be shut down any day.

3. For faculty planning on teaching classes using zoom for real time lectures or discussions you must plan on using your times assigned by the registrar. All Spring TAs have access to Zoom. Please inform your TAs. Any questions please contact Mitch.

MMG operation issues

BUSINESS OFFICE

Everybody in the business office is setup to work from home.

Grant submissions will continue as planned.

Tuyet is currently working on a few proposals. Please let her know, if you are planning on submitting in the next few weeks.

RECEIVING deliveries is an essential function, Kim, Olivia and Eva will take turns to perform receiving. The schedule through the end of the week:

Thursday – Kim and Eva from 9:00 am – 3:00 pm

Friday – Olivia and Eva from 9:00 am – 3:00 pm

REPORTING COVID -19 RELATED ADMINSTRATIVE LEAVE

TRS is updated for reporting paid leave absences related to COVID-19. A new TRS drop down menu option is available for use effective immediately Paid Leave (COVID 19), including for leave use taken on the current biweekly pay period ending 3/21/2020.

The situation may change quickly, so please stay tuned.
We thank you for your understanding and efforts in this time of crisis.

Our best wishes and stay healthy

Eva Jakab, CAO
Mitch Singer, Vice-Chair Teaching
Wolf-Dietrich Heyer, Chair