

Graduate Student COVID-19 Policies

*Department of English
University of Colorado Boulder*

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Graduate Student Offices & Office Hours

Building Access

Access to all buildings, including Hellems, will be by swipe access only. Doors to HLMS 01 and 09 should be kept closed to prevent others in the building from accessing the rooms.

Those who forget Buff OneCards or keys but usually have building access will be granted entrance into their offices/buildings. If you experience problems with accessing a building with your Buff OneCard, you can contact Access Services 303-492-6609 during regular business hours of 7:30 a.m. to 4:30 p.m. After hours, you can contact the Operations Control Center (OCC) at 303-492-5522 or occ@colorado.edu. The OCC is operational 24 hours per day.

Desk Assignments

Hellems 01 has a new limited capacity of 8 students. This includes 7 desks and one seat at the conference table. The 7 desks in 01 will be assigned in the following order:

1. GPTIs teaching in person
2. PhD students who need a quiet place to work

PhD students who have items left in their desks will be able to access 01 to remove them. Desk keys should be left for Katie Chappell or Taegan Howells in the MA mailboxes in Hellems 09.

The offices in the stadium are available. Only one person at a time will be allowed to be in the stadium offices. Grad students assigned to those spaces should arrange a schedule with their office mates.

The new maximum capacity of Hellems 09 is 6 students. This includes 4 desks and two tables in the front of the room. All graduate students may still come in and out quickly to copy and print. The desks in 09 will be assigned in the following order:

1. MFA GPTIs/TAs teaching in person
2. MFA & MA students who need a quiet place to work

MFA or MA students who are not teaching in person will not be allowed to work in 09.

There will be several lounge areas open around campus for students who need to wait or work between classes.

Please note that masks must be worn at all times in all rooms on campus, including 01 and 09.

Locker Assignments

Graduate students who have lockers in 09 will still be able to access them. No new locker assignments will be made this year.

Office Hours

All office hours should be held remotely in fall 2020. Please do not hold office hours in shared offices, cubicle spaces, or lounge areas. GPTIs and TAs who hold office hours via Zoom may want to use the [waiting room feature of Zoom](#).

Printing & Copying

The printer in Hellems 09 will be available for all graduate students to print, copy, and scan documents. Use the disinfecting wipes to clean the surface of the copier after each use. Graduate students will have swipe access to 09. Please keep the door closed to prevent others in the building from accessing the room. As a reminder, masks must be worn at all times.

Mailboxes

Graduate students will have access to the mailboxes in 01 and 09. Undergraduate students will not have access to these rooms, so do not ask them to submit assignments to your mailbox.

English Department Main Office

The English office in Hellems 101 will be closed in fall 2020. All staff will be working remotely. There will not be access to faculty mailboxes in Hellems 101, so plan to exchange any documents with faculty electronically.

Virtual Office Hours

The Department of English will hold virtual office hours Mondays, Tuesdays, and Thursdays from 1:00pm to 3:00pm and on Wednesdays from 10am-12pm.

<https://cuboulder.zoom.us/j/91894323029>

Holly will also hold virtual office hours for graduate students Tuesdays from 11:00am to 12:00pm and Wednesdays from 2:00pm to 3:00pm. If you would like to set up an appointment outside of these hours, please contact Holly.

<https://cuboulder.zoom.us/my/holly.woodsone>

Sick Leave

Families First Coronavirus Response Act (FFCRA)

Under the Families First Coronavirus Response Act (FFCRA), graduate students on appointment and student employees are eligible for up to two weeks of sick leave if they become sick due to COVID-19. Students on 25% appointments are eligible for up to 20

hours of sick leave (10 hours per week). Students on 50% appointments are eligible for up to 40 hours of sick leave (20 hours per week).

Tuition Waiver & Health Insurance

As long as the sick leave is related to COVID-19, it will not impact the 12-week minimum work requirement for tuition remission and benefits. Students will retain all of their benefits.

Substitute GPTI/TA Plan

GPTIs and MFA TAs should work with other graduate students in their program to find another GPTI or TA who is willing and able to sub for their class if they should become sick. It is a best practice to add that person to your Canvas page(s) as a teacher at the beginning of the semester.

Class Cancellation

If GPTIs and MFA TAs become sick due to COVID-19, they may cancel up to 3 classes (the standard cancellation policy). You may wish to have a few independent tasks ready for students in case you need to cancel class. After the third cancellation, the substitute who has been lined up will step in and take over the class.

Modality

Substitute GPTIs and MFA TAs who are teaching remote or online classes are not required to substitute in person. If there is a modality change, students must be notified. Contact [Holly](#) with questions about modality.

Additional Pay for Substitutes

Substitute GPTIs and MFA TAs will be paid \$100 for each MWF class and \$150 for each TTH class. This will be paid out as additional pay. If subs cover the class for more than two weeks, a petition for overload is required. Please work with Holly on this petition.

Informing the Department

If a GPTI or MFA TA is out sick, the teacher of record must email [Anna](#) and [Holly](#) and copy the substitute. Please do this as soon as you know you are sick. This will give the substitute a few days to get ready to teach the class.

Emergency Support

If you are sick for more than two weeks, please contact [Paul Youngquist](#) or [Jeffrey DeShell](#) and [Holly Woodsome Sroymalai](#) for support and options.

Campus Policies

The CU Boulder and Graduate School policies are being updated on a regular basis. Please refer to the links below for the most current information.

[CU Boulder Policies](#)

CU Boulder is continuously updating its information and guidance for the university community to address the changing status of COVID-19. This page is intended to provide information about COVID-19 and its impacts to CU Boulder, precautions that are being taken, prevention measures you can take and a compilation of frequently asked questions.

[Graduate School Policies](#)

The Graduate School has additional policies and FAQs for graduate students.

[Resources for Teaching, Learning, and Working Remotely](#)

This is a starting point for information and guidance about technology available to support teaching, learning, and work in the fall during the continued COVID-19 pandemic.

[Daily Health Questionnaire and Illness Reporting Form](#)

All faculty, staff, students, and student employees must fill out this form each day before they come to campus. If you're coming to campus for classes you are taking, you should fill out the Daily Student Health Form. If you're coming to campus to teach a class or for an hourly student job, you should fill out the Student Employee Health Form. Students should fill out both the Daily Student Health Form AND the Student Employee Health Form on days they are scheduled for work.