



January 5, 2022

Dear Heidelberg Employees,

Welcome back! We hope you had a chance to relax and recharge over break, and are ready for

If you are symptomatic, please attempt to get tested at home with your primary care physician. If you are unable to secure a test, you can notify [Human Resources](#) and they will overnight you a home test kit. If you are already on campus, you can call the health center at x2041 or HR to make arrangements for a test.

To help you if you feel unwell or are identified as a close contact, Heidelberg has created some guidelines for you to follow:

[What Do I Do If I Feel Unwell?](#)

[What Do I Do If I'm Identified as a Close Contact?](#)

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Faculty members can choose to offer one or more of their courses remotely for the first two weeks of the Spring 2022 semester, from January 10-21, 2022. On January 19, Heidelberg will review current COVID data to determine if faculty should shift back to the originally selected modality or if faculty can choose to continue teaching remotely for an additional week.

Faculty members who wish to teach remotely for this time period should first discuss the matter with their department chairs to determine the feasibility of offering your class(es) remotely for two weeks.

After discussing the matter with your department chair, faculty members must, in a single email:

- Notify your department chair, [Dr. Courtney DeMayo Pugno](#) (AVPAA), FPC and Human Resources, of your intent to teach remotely for the beginning of the Spring 2022 semester.
- Your email must include a list of all courses you will teach remotely.

We are extending this same remote option to all staff members. If you have concerns about the potential spread of COVID-19 in your workplace, and you are able to complete your work assignments remotely for the next two weeks, you may seek approval from your direct supervisor, and then notify Human Resources.

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This semester,

