

# Steward/Astronomy Specific Guidelines for Responding/Adapting to the C19 Pandemic

(Most Recent Update, March 18, 2020, 10:30 a.m.)

Steward Observatory and the Department of Astronomy are adopting policies that will minimize the risk of transmission of COVID-19 while allowing us to continue to support our educational, outreach, and research missions. Facts and information are being shared with us at a high rate -- and these policies will have to evolve with time. We appreciate your patience and attention to the information below. We have tried to identify by subsection the individuals to whom you should address questions, but please always start with your supervisor/advisor.

Our policies are intended to be consistent with those of the University of Arizona and the College of Science. We refer you to their web pages at these links:

<https://www.arizona.edu/coronavirus-covid-19-information> (Provost Office),

<https://research.arizona.edu/covid19> (ORRI -- Research Office), and

<https://science.arizona.edu/coronavirus> (College of Science).

*This is an evolving situation. We will update this document based on Federal, State and University policies as they become available. Please check the Provost, ORII, and College pages at least daily, as they are also being updated frequently and at least once every day.*

## **Effective Immediately --**

These policies are effective March 16, 2020 and will be updated as needed to stay consistent with U Arizona and College of Science Policies.

## **Courses and Classes (undergraduate and graduate)**

- *All courses will be 100% online for the remaining of the semester.* If you are an instructor and are having trouble moving your course to on-line, please contact Associate Department Head Xiaohui Fan, who will help you find assistance.
- No in-person component to any classes.
- No in-person office hours.
- No in-person tutoring.
- The advising office will be closed---all advising will be done remotely.
- All TA work will be done remotely.
- All common spaces will be closed to students. For example, the undergraduate lounge, reading room, interaction area, computer lab, and Parker Room Library.
- Any organized student activities beyond the classroom (e.g., Astronomy Club) may continue remotely/electronically, but not with face-to-face meetings.

## **Commencement**

The commencement ceremony planned for the football stadium has been canceled. Discussions are on-going about other possible celebrations. The Department of Astronomy will have some kind of event to celebrate our graduating students, but we have not yet made any plans. We expect to have an update here by mid April.

## **Working From Home**

Effective immediately and until we explicitly notify you of a change, the Department of Astronomy and Steward Observatory, consistent with U Arizona policy, is encouraging staff, students, and faculty to work from home if at all possible. Any in-person meeting should have no more than four people present and everyone should maintain a separation of at least six feet. You should work with your supervisor to work out a plan for the next few weeks. We understand that some work needs to be done in a lab or at an observatory. Please coordinate with your supervisor, who will be working with us to post below, as best we can, updates for major subgroups. Some general guidelines include the following:

- We will try to enable you to have the equipment you need in order to work remotely. If you have equipment in your office (e.g. monitor) that it would help for you to have at home in order to work more effectively, we will approve your movement of that equipment. There is a form we need you to submit electronically so we can track the location of the equipment. The form to fill out is the Off-Campus Certification Form Link: [https://www.fso.arizona.edu/sites/fso/files/2018-08/off-campus\\_equipment.pdf](https://www.fso.arizona.edu/sites/fso/files/2018-08/off-campus_equipment.pdf)
  - If your equipment does not have an asset tag, please write "NT" in the tag column, then complete the rest of the form with the manufacturer, model and serial number.
  - You may either sign and scan back, ADOBE sign, or if these are not options for you, we will use the email you send with the document as your signature.
- Mark Buglewicz and SOBO are working with the university to migrate as many processes as possible to "paper-free" in order to avoid the necessity of in-person contact (e.g., reimbursement receipt handling). See the description of business office services below.
- While we would like everyone to be able to work from home, this might not be possible. We will post updates as we can below. If your group is not listed, please check with your supervisor.
- Most internet service providers (e.g. Xfinity, Cox, Century Link) have lifted data limits for the next two month to help people with remote working. If your internet provider doesn't provide such relief and you need to exceed the data limit, please keep your receipts for record, and Steward will reimburse your reasonable additional expenses related to remote working.

*Student (undergraduate or graduate) workers/employees:*

(This is about students who work in our offices or facilities, not TAs)

Our student employees, like our regular employees, depend on their income, so consistent with U Arizona policy as presented by the Office of the Provost, we will make sure they get paid for their scheduled hours even if the work they were originally scheduled to perform has been cancelled or postponed. Alternative work that can be performed remotely or from home might be assigned. Student employees should contact their supervisor for an update.

*University Guidance on Student Workers in Academic Instruction Roles:*

<https://provost.arizona.edu/news/2020/03/guidance-student-workers-academic-instruction-roles>

*Undergraduates working on Research or in Research Lab:*

University guidelines about Research students and postdocs (including undergrad researchers, graduate students and postdocs) is available here:

<https://research.arizona.edu/covid-19-guidance-research-students-postdocs>

Please check with your advisor. The University is advocating that whenever possible students work on research projects from home, while acknowledging that this might not always be possible. Students will not be required to work on campus. If accommodations or alternative plans prove challenging to develop, please consult with Don McCarthy, Yancy Shirley, Xiaohui Fan, or Buell Jannuzi.

*Graduate Students:*

(Contacts for Questions: Dan Marrone, Josh Eisner, Xiaohui Fan, or Buell Jannuzi)

Graduate students are discouraged from being on campus and encouraged to work at home or from another remote site. We realize that some visits to one's office to retrieve papers or to a lab to work on or with equipment might be necessary. Please coordinate with your advisor.

- All research meetings should be virtual meetings.
- If a graduate student benefits from their desktop environment, we can approve their taking the environment (typically desktop machine and monitor) home, with the concurrent approval of their advisor.
- Dissertation Defenses: The public portion of dissertation defenses will be presented as a Zoom meeting. We are not certain yet whether the closed session could be a face-to-face meeting or not. The student and committee should assume it will have to be a Zoom meeting.

*Staff: This depends on your group/subunit. Please check with your supervisor. As we compile updates we will post them here:*

Richard F. Caris Mirror Lab -- Check with Stuart Weinberger. Likely will have only remote work for the week of March 15th, as we suspend in lab work for a week as we develop plans for safely resuming limited operations.

Director's Office -- Check with Jannuzi. Everyone is working from home.

Academic Office -- Check with Fan. Almost everyone working from home, some limited coverage of department office for mail and other services.

## **Steward Observatory Computing Services**

We, the Computer Support Group, know working from home can be as frustrating and challenging as dealing with this virus situation itself. Therefore we want to give you the best support possible to alleviate that stress. In order to do that we are going to use all the tools at our disposal to help you reach us and fix whatever problem you may have. Here is the list:

- Good old reliable email is the preferred way to contact us.
- If you need to give us a call please use Skype and login with your NetID credentials (<https://www.skype.com/en/get-skype/>).
- If you have G Suite for education you can also call us using Hangouts (<https://hangouts.google.com>).
- If you prefer Microsoft you will find us on teams (<https://teams.microsoft.com/start>)
- In the case that we need to guide you through intricate menus and a myriad of options we will set up a Zoom meeting on the fly.

Also please use this guide when needing assistance regardless of the media:

- For desktop support (Windows), software issues and VPN connection problems contact Greg (gregorynrogers) or Trey (fsg3)
- For licensing and certificates contact Trey (fsg3)
- For astro lists, servers and Linux support contact me (cburguillo)

If you have any other suggestions please let us know at [csg@as.arizona.edu](mailto:csg@as.arizona.edu).

Thank you,

Carlos Burguillo

[cburguillo@email.arizona.edu](mailto:cburguillo@email.arizona.edu)

(520) 626-1582

## **Travel (Work)**

Any work/University domestic or international related travel requires explicit approval (or in the case of previously approved travel, reapproval) by the Department Head/Director and the Interim Dean of the College of Science. The exception is travel to one of the Arizona observatory sites. Travel to our Arizona based observatories must be consistent with site specific restrictions (see below) and be approved by your supervisor/advisor. Most travel requests at this time will be denied. To be approved, the travel must be absolutely essential, there must be no virtual alternative, and the traveller must agree to not return to campus (or have contact with university community members) for 14 days after returning. More specifically, the guidance we have from Interim Dean Elliot Cheu is as follows:

“Here are the requirements for travel for the foreseeable future.

University Departments may deem travel “essential” if **THREE** of the list below is likely to occur should the travel be cancelled or significantly delayed:

- Loss of grant funding, or failure to meet required completion deadlines
- Failure to meet contract deliverable requirements
- Significant damage to relationship with institutional partner
- Loss of professional development opportunity unlikely to reoccur for the foreseeable future
- Significant delay in academic progress, degree completion, or graduation

Please include these criteria when requesting travel exemptions.

Best regards,  
Elliott Cheu”

## **Travel (Personal)**

Your personal travel is your personal business, but if you have traveled to a CDC designated level 2 area or higher (high incidence of the coronavirus), you are expected to self-quarantine for 14 days or more before you may return to campus or our other facilities.

## Business Operations

(Contacts for Questions: Mark Buglewicz and Christina Siqueiros)

The Steward Observatory Business Office and Facility Support Services will be transitioning to off-site operations over the next 5 business days, starting Monday, March 16th. During this period the preferred and recommended communication with the staff will be by email through the list addresses provided below, by phone, or Zoom meetings. Minimal staff will be in the Annex, and their focus will be the current payroll and off-site preparations. To facilitate this, the Annex will be a closed work environment. Doors will be locked during business hours.

The business portion of this document should be considered a work in progress. As directions and instructions are received from both the UA Administration and the Observatory, the content below may be modified. We also welcome your input and suggestions as we work through these processes to support the Observatory.

Steward Observatory Business Office Contacts by Team:

### Steward Observatory Business Office Departmental Emails

<a href="mailto:SO-Accounting@list.arizona.edu">SO-Accounting@list.arizona.edu</a>	Accounting Reports / IT Works System
<a href="mailto:SO-Facilities@list.arizona.edu">SO-Facilities@list.arizona.edu</a>	Work Order Requests
<a href="mailto:SO-Inventory@list.arizona.edu">SO-Inventory@list.arizona.edu</a>	UA Tagged Inventory changes / Updates/ Surplus
<a href="mailto:SO-PayrollAccounting@list.arizona.edu">SO-PayrollAccounting@list.arizona.edu</a>	Distribution Changes / Timesheets
<a href="mailto:SO-PcardLiaison@list.arizona.edu">SO-PcardLiaison@list.arizona.edu</a>	Procurement Card Questions / Changes
<a href="mailto:SO-Support@list.arizona.edu">SO-Support@list.arizona.edu</a>	Travel/Reimbursements/P-Card Copies / PO Requests
<a href="mailto:SO-Research@list.arizona.edu">SO-Research@list.arizona.edu</a>	Proposals / Post Award / Sponsored Accounts
<a href="mailto:SO-HumanResources@list.arizona.edu">SO-HumanResources@list.arizona.edu</a>	All HR related issues / Hiring Information

### Contacts by Lead:

Mark Buglewicz	<a href="mailto:buglewic@arizona.edu">buglewic@arizona.edu</a> 520-621-6536 520-954-0714	
Christina Siqueiros	<a href="mailto:siqueirc@arizona.edu">siqueirc@arizona.edu</a>	Human Resources
Laura Hammond	<a href="mailto:hammondl@arizona.edu">hammondl@arizona.edu</a>	Administrative Accounting
Jennifer Pierson	<a href="mailto:jpierson@arizona.edu">jpierson@arizona.edu</a>	Grants Mgmt / Proposal Prep
Corina Bedoy	<a href="mailto:cbedoy@arizona.edu">cbedoy@arizona.edu</a>	Operations / Reporting
Gabe Coronado	<a href="mailto:coronadg@arizona.edu">coronadg@arizona.edu</a>	Facility

## P-Card, Employee Reimbursement or Travel Expense, Purchase Orders, Payroll

- P-Card:
  - To Buy Something Using the Business Office P-Card:
    - Option 1:
      - Email Purchase Request Information to [SO-Support@list.arizona.edu](mailto:SO-Support@list.arizona.edu) and the Operations Team will make the purchase on your behalf.
    - Option 2:
      - Call Business Office: (520) 621-2215 / Mon. – Fri
      - Phone calls will be forwarded to off-site staff that will go through the P-Card Check-Out Questions & provide the card number over the phone for use.
  - Paperless P-Card Purchases by P-Card Holders:
    - Purchaser: Once the Purchase is Complete
      - Email the following to [SO-Support@list.arizona.edu](mailto:SO-Support@list.arizona.edu) or your Admin Support for processing:
        - Completed SOBO P-Card Form
        - A photo of the Original Paper Receipts or PDF of an Electronic Receipt

*\*Purchaser should retain & submit all Original Receipts when staff resumes working onsite*

- Paperless Employee Reimbursement or Travel Expense:
  - Email the following to [SO-Support@list.arizona.edu](mailto:SO-Support@list.arizona.edu) for processing:
    - Completed SOBO Employee Reimbursement Form or SOBO Travel Expense Form
    - A photo of the Original Paper Receipts or PDF of an Electronic Receipt
- Purchase Orders:
  - Email the following to [SO-Support@list.arizona.edu](mailto:SO-Support@list.arizona.edu) for processing:
    - Completed Purchase Requisition Form
    - If Applicable: Quotes / Sole Source
- Paperless Bi-Weekly Payroll:
  - GOAL: All Groups convert existing timesheets to PDF Fillable
  - Employee:
    - Completes the Timesheet
    - Electronically Signs the Timesheet
    - Email submits the Timesheet to their Supervisor for Approval
  - Supervisor:
    - Reviews & Verifies the UA Accounts are valid & accurate
    - Electronically Sign the Timesheet & Approves Time in UAccess

- Email Submits Completed Timesheet to SOBO and/or Group Admin
- Admin/Supervisor: Emails Final to [SO-PayrollAccounting@list.arizona.edu](mailto:SO-PayrollAccounting@list.arizona.edu)
- Coding TimeWhen completing timesheets, as stated by the University Of Arizona COVID-19 website (<https://hr.arizona.edu/guidance-reporting-time> ), please code as indicated:
  - “Employees, including non-benefits eligible employees and student workers, who are unable to work remotely or report to the workplace due to a partial or complete closure will continue to report time based on the hours they are normally scheduled to work and record it as *University Release* time in lieu of regular pay time.”
  - “Employees, including non-benefits eligible employees and student workers, who have transitioned (or are expected to transition soon) to working remotely are to report time as usual and receive regular pay with no interruption or change.”

#### **Deliveries / Mail:**

- All mail and packages will be received and held at UA Central Receiving
  - Pick up Address: 3740 E. 34<sup>th</sup> Street
  - The Academic Office or Business Office will, on an as available basis, pick-up and distribute --- Mail in the Mailroom, and packages to offices
- Exception: Packages essential for working remotely can be shipped to offsite locations
- Shipments requiring loading dock deliveries should be coordinated through [so-facilities@list.arizona.edu](mailto:so-facilities@list.arizona.edu).

#### **Building Access:**

- As of 03/16/20, Building 65 (Steward Observatory, our offices on campus) is closed to the public. All doors will be locked & will require Cat Card Access to open doors.
- To gain either Cat Card or key access Email Michelle Cournoyer at [Michelle@arizona.edu](mailto:Michelle@arizona.edu)
- For on-site access, contact either Michelle or [stewardbuildinginfo@as.arizona.edu](mailto:stewardbuildinginfo@as.arizona.edu).

#### **Human Resources**

- All activities pertaining to HR will be conducted online or via phone (including Posting positions, Hiring, Account number/funding changes, salary increase requests, etc).
- For any necessary onboarding (i.e. presenting I-9 documents) arrangements can be made for a personal meeting by appointment
- Email the following [SO-humanresources@list.arizona.edu](mailto:SO-humanresources@list.arizona.edu).

- To reach individual team members:
  - Christina Siqueiros 520-621-2371
  - Susan Warner 520-621-6526
  - Miranda Cox 520-626-9976

## **Proposals and Post Award**

All pre and post award activities will be handled via email and on-line systems. In addition, any reports, account review, account summaries, projections, etc., will be handled via email. The Grants Team can be reached by emailing [so-research@list.arizona.edu](mailto:so-research@list.arizona.edu).

You may also contact the Grants Team directly: UA Office phones have been redirected to our cells. To reach an individual member of our staff M-F 8am-5pm we can be reached at:

- Jennifer Pierson, Manager: 520-621-1938
- Kira Joslin: 520-621-0285
- Bonnie Engelbrecht: 520-626-0110

## **Employee Time Reporting**

Time reporting guidance during COVID-19 pandemic. This text adapted from communication from HR on March 15, 2020.

- In an effort to mitigate the impact of the novel coronavirus (COVID-19), the University is encouraging all employees to work remotely at this time.
- To provide the support necessary for employees to work remotely, self-isolate, self-quarantine, or remain home while sick, additional guidance is available to help inform decisions for reporting time.
- [Guidance for Reporting Time](#)
- Please also regularly visit the [University's central coronavirus webpage](#) and the [Human Resources' central coronavirus webpage](#) for updated information as it is available.
- Thank you for your continued efforts and work during this challenging time.
- If you have any questions or need assistance, please contact Payroll at 520-621-9097 or [payroll@fso.arizona.edu](mailto:payroll@fso.arizona.edu)

## **Current Status of Regularly Scheduled Talks and Meetings**

Below are listed our regularly scheduled Talks and Meetings and their status, when known. All on-campus meetings and talks are currently suspended, as per U Arizona policy.

*Science Coffee will resume on-line via the Steward Tea Time Zoom link.*

*Steward Observatory/NSF's OIR Astronomy Lab Colloquium* -- Suspended for the rest of this academic year

*Steward Observatory Public Lecture Series* -- Suspended for the rest of the academic year

*TAP Colloquia and Talks* -- Face-to-face versions are suspended for the rest of the academic year.

*Journal Club*: We will conduct Journal Club online via Zoom.

### **Faculty Service Responsibilities**

We believe that all faculty service responsibilities can be handled via electronic (phone, zoom, email, etc.) communications and should not require face-to-face meetings.

### **Faculty Search**

We are delaying inviting candidates for our open faculty search, but the search committee will continue to meet electronically.

### **Outreach Activities**

Mount Lemmon SkyCenter:

(Contact for questions, Alan Strauss)

Our night time observing programs are suspended. Our astrophotography programs, which have remote observers, will continue to be scheduled at this time.

Mount Lemmon Sky School:

(Contact for questions, Alan Strauss)

Our Sky School activities have been suspended.

### **Observing Policies at Our Observatories**

(Contact for questions: Dennis Zaritsky, Alyson Ford, and Buell Jannuzi)

Please see the separate entries, by observatory, below.

### **LBTO**

(Contact for Questions: Dennis Zaritsky or Buell Jannuzi)

*Adapted from several emails from LBTO Director Christian Veillet*

As of March 18, 2020, LBTO will be shutting down operations by the 20th.

### **MAGELLAN**

(Contact for Questions: Dennis Zaritsky and Ed Olszewski)

*From Carnegie Director on 3/16/20*

"I regret to inform you that we have made the decision to shut down operations at Las Campanas for the next 14 days. The last observations will be made tonight. This decision was triggered by recent updates from the Chilean government and measures they are recommending to slow down the spread of the coronavirus in the country. As always, our top priority must be the safety of our staff and visitors.

While in principle we may return to observations on April 1st, in all likelihood we will have to extend the closure. During this time, we will maintain a small crew on the mountain to maintain critical services.”

## **MMT**

(Contact for questions: Grant Williams)

*From MMT Director Grant Williams*

**Updated 3/17/2020** - Starting Tuesday, March 17, nighttime operations at the MMT will be suspended until at least March 23. The situation and staff availability, health, safety will be reevaluated on Monday, March 23 and a decision will be made whether to restart nighttime operations or continue with a longer suspension.

Because of the significant amount of queue observing with our f/5 instrumentation and remote observing with our f/9 instrumentation, there are no non-MMT observers scheduled or needed at the MMT through the end of April. We are suspending all non-essential visits to the MMT. We will be working to minimize the number of support staff required to be on the mountain.

## **Mt. Lemmon/Bigelow**

(Contacts for questions: Paul S. Smith and Alyson Ford )

**Updated 3/18/2020** - As of March 18, 2020, we are suspending operations and shutting down the Kuiper 61 inch telescope. We will reevaluate status on March 23rd.

## **CSS (Catalina Sky Survey)**

(Contact for questions: Alyson Ford)

**Updated 3/18/2020** - Operations currently continue with support from the Mountain Operations Group, on-site CSS staff, and remote observing.

## **VATT**

(Contact for questions: Paul Gabor)

**Updated 3/18/2020** - Operations currently suspended. Will be reevaluated on March 23, 2020.

## **Arizona Radio Observatory**

(Contact for questions: Alyson Ford)

**Updated 3/18/2020** - Operations on both the 12M Telescope and SMT are currently suspended. The situation will be reevaluated on March 23, 2020.

## **Bok 2.3m on Kitt Peak**

(Contacts for questions: Paul S. Smith and Alyson Ford)

**Updated 3/18/2020** - Operations currently suspended. Will be reevaluated on March 23, 2020.

## **Spacewatch (72 inch and 36 inch) on Kitt Peak**

(Contacts for questions: Bob McMillan and Melissa Brucker)

**Updated 3/18/2020** - Operations currently suspended Will be reevaluated on March 23, 2020.

## **NSF's OIR Lab Visitor policy (as of 3/12/2020) (currently applies to Kitt Peak)**

DESI and the Mayall 4m are in the process of shutting down for an unknown period of time.

### *Visitors*

- 1. International travel to our facilities is to be halted immediately, with exceptions only as approved by the OIR Lab Director.*
- 2. Visitors from domestic locations (both within the U.S. and Chile) will be denied entry with exceptions only as approved on a case-by-case basis by teams led by John Maclean in La Serena, Andy Adamson in Hilo and Patrick McCarthy in Tucson. John Maclean and Mario Hamuy, AURA's Head of Mission, will provide further details regarding the implementation of this policy in Chile.*
- 3. Authorized visitors to OIR Lab sites may be required to answer questions about their recent travel and location of origin before entering our facilities. Individuals that have recently traveled internationally or to the U.S. or Chilean domestic area with a locally declared COVID-19 related state of emergency will not be allowed access to OIR Lab locations for 14 days.*
- 4. Personal visitors, including family members, are not permitted inside work buildings at our mountain and base facilities without approval from the teams identified in item 2 above.*

## **NSF -- Information and Guidance**

(See the two links below for information from NSF -- this posted on March 18, 2020, Note the FAQ, second link, in particular)

[https://www.nsf.gov/news/special\\_reports/coronavirus/](https://www.nsf.gov/news/special_reports/coronavirus/)

[https://www.nsf.gov/bfa/dias/policy/covid19/covid19faqs\\_proposerandawardee.pdf](https://www.nsf.gov/bfa/dias/policy/covid19/covid19faqs_proposerandawardee.pdf)