

Pandemic Flu Plan-Mathematics

November 5, 2009

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This document represents the plans of the Department of Mathematics in the event of a pandemic flu. It was prepared based on the directives provided by the Chancellor and the Director of Emergency Planning for the University of Illinois (June 23, 2006).

Personnel

The Department of Mathematics can, in great part, be managed remotely assuming that classes and meetings have been cancelled. Our plan for personnel is therefore dependent on the recommendations made by campus.

- If the timing of the pandemic and/or the recommendations of campus allow, as many staff as possible will be kept at home, but with the ability to continue working.

It is recognized that Banner is difficult to use remotely, particularly if dial-up service is utilized to connect to campus. Banner-related tasks may need to be completed only by those with better internet service at home.

- If it is necessary to have personnel in the office, the essential personnel are:
 - Graduate office: Randy McCarthy
 - Undergraduate office: Joe Miles
 - Business office: Wendy Harris
 - Appointments: Carolyn Thomas
 - General department business: Sandee Moore
 - Journal: Debbie Broadrick
 - Online programs: Debra Woods
 - Computer maintenance: Paul Chappell, Jonathan Manton
 - Web master: Tori Corkery
- If those above cannot come to work, the following may be asked to serve in their places:
 - Graduate office: Karen Mortensen, Marci Blocher
 - Undergraduate office: Alison Champion, Kay Daly
 - Business office: Sherri Kiska,
 - Appointments: Wendy Harris, Jane Bergman
 - General department business: Sara Nelson
 - Journal: Phil Griffith
 - Online programs: Bruce Carpenter
 - Computer maintenance: Tony Mullen
 - Web master: Bob Muncaster, Jonathan Manton

Joe Miles, Director of Undergraduate Studies, may instruct that office to work remotely. In which case, Kay Daly will change the voicemail of the Undergraduate Office to advise callers to e-mail her with undergraduate issues and to contact the Mathematics Main Office for other issues.

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Events/courses

Mathematics recognizes that it may be necessary to limit face-to-face meetings during a pandemic. Events that are not critical, such as seminars and weekly meetings, will be cancelled or conducted via conference call (instructions attached). The Math computer labs, located in Altgeld, Illini and Coble Halls, may also be closed by declaration of the Department Chair.

At a minimum, faculty should be able to make their assignments available online so that students may continue to read and do homework even if classes do not meet. Due to the large size of many of our courses, as well as their number, large scale distance-learning approaches (ie. web lectures) may not be possible.

Other issues

Bob Muncaster has signature authorization for the few items that may require signatures during a time of crisis.

We have cleaning supplies on hand so work spaces may be kept sanitary. If needed, we will remind the staff, faculty, and students to use these often.

In the Math Computer labs, sanitary hand wipes or hand sanitizer will be available.

We are aware that international and domestic travel may not be advisable. We will encourage our department to follow the recommendations made by campus during a pandemic.

Mathematics will evaluate the need for limited hours or security restrictions if the need arises. Cancelling courses, seminars, and meetings would serve to reduce departmental traffic drastically, so more extensive limitations may not be necessary.

The faculty and staff will be provided with guidelines regarding how to change their voicemail remotely (instructions attached). This will assure that anyone who attempts to contact our offices will know who is in the office, and who is not, and can therefore gain the assistance they need.

Instructions to change phone message from off campus:

1. Call 244-0505
2. Enter your mailbox number (last five digits of your phone number) and *
3. Enter your passcode when prompted
4. Select 8 for “user options”
5. Select 4 to “change your personal greeting”
6. Select 7 to “change your primary personal greeting”
7. Select 7 to “change your greeting”
8. Record your new message
9. Select 9 to save your message (or follow the instructions to rerecord if needed)

Instructions for conference calls:

<http://www.cites.illinois.edu/teleconference/>