

January 12, 2021

Dear Graduate Students and Postdocs,

I hope this note finds you rested and restored after the holiday break.

This is message #1 of updates that I will send through winter session and the spring semester so that we can stay connected. I'll keep these brief, highlighting what you need to know at the top of the note, with more information provided below my signature. I plan to send these notes on a bi-weekly basis, but may send more often if a lot of communications come out in the interim, so that you can stay up to date.

**What you need to know now:**

1. Please resume your daily health checks. This is an expectation for all in our community, whether you are coming in regularly to campus or whether you are working remotely. See the message from CRU below.
2. Appointments of surveillance testing resumes this week for winter session. See the message from CRU below. More information about surveillance testing for spring semester is forthcoming.
3. Support for daycare/eldercare needs [See details below]
4. Emotional support and well-being resources
5. Remote work toolkit

As always, please reach out if you have any concerns or questions or if I can help in any way.

All the best,

--Laura



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**From CRU [Items #1 and #2 above]:**

**As we resume work in this new calendar year, we'd like to remind you to please complete your Daily Health Check each day**, regardless of whether you are planning to come to campus.

Surveillance testing for faculty, staff and students regularly working and/or living on campus will resume on Monday, Jan. 11. See the schedule and make an appointment here. **Please remember that appointments must be scheduled ahead of time.**

Surveillance testing and the Daily Health Check are both critically important tools in our efforts to keep members of our community safe and healthy. Thank you for all you do to ensure the success of the upcoming semester.

Thank you,  
Carol Mullaney  
Director, ND COVID-19 Response Unit  
Liz Rulli  
Director, ND Surveillance Testing Program

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**Childcare/Elder Care needs [Item #3]:**

If you have a breakdown in child care arrangements, if an adult relative needs help or if you need educational support for your children, Bright Horizons Back-Up Care™ and Bright Horizons® Enhanced Family Supports benefits can help.

- Bright Horizons Back-Up Care offers high-quality center-based care for your children, including reliable in-home care for your child or adult/elder loved one.
- You have 30 days of Back-Up Care through the end of the year.
- Bright Horizons Enhanced Family Supports can help you with primary child care solutions, academic support & tutoring, as well as resources to help find elder care, pet care, housekeeping and more.

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**Well-being Resources [Item #4]**

- [University Health Services](#) Staff are available by appointments only. Please call 24/7 @ 574-631-7497
- [Fighting Irish Care](#) for 24/7 telehealth access to licensed providers who can diagnose non-emergent medical conditions and prescribe medications via phone or secure video visits.

### [University Counseling Center \(UCC\)](#)

- Confidential drop-in Zoom and in-person sessions are available. Call 574-631-7336 to schedule.
- Call 574-631-7336 prior to in-person appointments in St. Liam Hall, and enter through the Well Door on the southeast entrance of the building.
- The 24/7 Helpline, 574-631-TALK, is available for students to speak with a counselor 24 hours a day, 7 days a week.

### [Care and Wellness Consultants](#)

- The Center for Student Support and Care is available to support students in need. Students who do not already work with a Care and Wellness Consultant and would like assistance getting connected with resources should contact 574-631-7833.

### [Sara Bea Accessibility Services](#)

- [Student Accommodations](#)
  - Form: [Request COVID-Related Accommodations](#)

### [Campus Ministry](#)

- [Need to Talk](#) or 574-631-8508

### [Graduate School](#)

- [gradsch@nd.edu](mailto:gradsch@nd.edu)

### [McDonald Center for Student Well-being \(McWell\)](#)

- 574-631-7970

### [Emotional support and well-being resources on the HERE site](#)

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### **Remote work tips from Human Resources - Item #5**

For staff but may be helpful to students if you are working remotely: <https://hr.nd.edu/news/remote-work-toolkit/#staff>

1. Define your workspace. It can be easy to sit on the sofa with your laptop and expect to get work done. Experienced remote workers will tell you they tried that and it simply doesn't work! We are creatures of habit and most of us are used to lounging with our laptops to read the news, watch TV, play games and chat with friends and family. Establishing a workspace, even if it is your kitchen table, gives your brain a cue that it is time for work and not play.
2. Master the basics.  
Add your remote work schedule to your email signature line. Set up call forwarding and learn how to access your voicemail from home. Know how to remote into the ND network and other online tools you regularly use. Use Zoom or Google Hangouts to stay connected to colleagues. Plan for video calls/meetings by making sure you know how to turn on your computer's camera and microphone and being aware that your colleagues may be able to see the background behind you.

3. Set daily goals, track them and share your progress. You may be surprised by how differently the work day passes without the comings and goings of an office to break things up or influence what you do next. Start each day of remote work by writing down what you need to achieve and then track your progress. Pay attention to how long tasks take you and start adjusting your daily goals to match your current rhythm. Communicate with your supervisor and/or colleagues if you think your remote work plan needs to be adjusted.
4. Eliminate distractions. If home is where your heart is then remote work can mean pets, children or a favorite hobby are only a few feet away. Depending on your living arrangement, you may need to hang a “do not disturb” sign so your family members don’t interrupt you. Pets often need a closed door to keep them away and you might need headphones to block the neighborhood noise.
5. Prioritize privacy. Whether you are in your home or a common area, take five minutes to assess the privacy of your workspace. Can someone standing behind you read your computer screen? Are your windows open so your neighbor can hear your phone call? What information do you need to secure before grabbing a cup of coffee or heading to the restroom? Your personal privacy matters too, so see if there anything around you that would not want visible during a video conference with your boss.
6. Stay connected. Many people say they do not call or instant message colleagues who are working remotely because they don’t want to bother them. Remember, they are working, not vacationing at home! You should feel confident about calling or messaging an employee who is working remotely anytime you would walk to their office or call them if you were working on-site. You can even keep your daily coffee run – simply plan to call or video chat with a cup in hand at the time you would normally take a coffee break together.
7. Dress for work. Just like sitting on the couch can make us feel a little too relaxed, wearing pajamas all day makes it hard to get into work mode. Dressing casually is definitely a perk of working at home but getting “ready for work” is a daily ritual that many remote workers swear by.
8. Assess the overall safety of your remote workspace. Our work environments, including offices, are designed to be OSHA-compliant. This ensures a level of safety is factored into the equipment and tools we use to complete work-related tasks. With many of our employees working remotely, our homes or alternate work areas may not meet the same OSHA criteria, presenting unique challenges and safety concerns. Which means it’s up to each of us to protect ourselves. The following checklist is designed to assess the overall safety of an alternative worksite: [Safety Checklist For Remote Work Space](#)