

**Drew moves to virtual instruction and business, suspends events and gatherings through April 3
就4月3日之前德鲁线上教学与业务运营并暂停在校活动和聚会的相关通报**

Dear members of the Drew community,
尊敬的德鲁社区成员，

I'm writing today to inform you of several new policies and processes developed in response to the rapidly changing situation around COVID-19 (known as coronavirus). Beginning Monday, March 16, and continuing for a period of three weeks, through Friday, April 3, Drew will move to virtual instruction and primarily remote business practices. Drew, like many institutions following the guidance of public health officials, is adopting a practice of social distancing. **Please read to the end of this message.**

我们的这封邮件是为了通知您，我们针对COVID-19（即新冠病毒）迅速变化的形势而制定了一些新政策和新的流程。从3月16日星期一开始，持续三周，一直到4月3日星期五，Drew会将其教学及其他业务运营搬至线上。像许多其他学校一样，在公共卫生官员的指导下，Drew也将在学校采取保持社交距离的措施。**请阅读此邮件至末尾。**

From the onset of COVID-19, we have been and are continually monitoring global and local factors, balanced with guidance and best practice within higher education. University leaders have developed structures that allow us to agilely take the best actions to safeguard our community while fulfilling our mission of academic excellence.

自COVID-19疫情开始以来，我们一直对其在全球及本地的各种影响因素保持密切关注，以及衡量高等教育这个产业中的不同学校及机构的防疫指导和最佳实践。如今，大学的领导层已经在德鲁建立起了一个既可以让学校灵活地采取保护我们社区的最有效措施，同时又能让我们履行学校对卓越学术使命要求的模式。

Though we have **no reported cases of COVID-19 on the Drew campus** and, at the time of this writing, the public health risk in New Jersey is low, we acknowledge that spread is occurring in various parts of the country and our state. Our decision is consistent with Governor Murphy's declaration just yesterday of a State of Emergency and a Public Health Emergency in the state of New Jersey, as well as the updated guidance from the CDC.

尽管在撰写本文时我们在**Drew校园内没有发现COVID-19的病例**，并且新泽西州的公共健康风险很低，但我们知道，疫情在美国各地和新泽西州的各个地区都有蔓延。因此我们现在做的这个决定与墨菲州长在昨天宣布的[新泽西州紧急状态和公共卫生紧急状态](#)以及[美国防疫中心CDC的最新指南](#)相一致。

All face to face classes are cancelled on Wednesday, Thursday, and Friday, March 11–13, as we finalize ongoing preparations to move to online—and in some cases remote—instruction and business operations beginning Monday, March 16 (see “Academic Continuity” below). **Courses previously scheduled in online delivery methods will be held this week as usual.** A Zoom meeting of the University faculty will take place today, Tuesday, March 10, at 4:15 p.m. to address faculty-specific planning and questions.

3月11日至13日，也就是这周三，四和五，所有的线下课程都将取消。我们将利用这几天来完成从3月16日星期一开始的网上或远程授课的所有准备工作（详见下方“学术连续性”）。**原本就是网课的德鲁课程不受本周的停课影响，这周照常上课。**大学教职员工将于今天（3月10日，星期二）下午4:15举行一个Zoom的视频会议，以解决教授们对各自网课的规划及问题。

For the remainder of this week, and throughout the time of virtual instruction, University residence halls and other community services (see below) will remain open for those who choose to remain on campus. All resident and commuter students should inform us of where they are residing during this period by submitting the Drew University Residency Plans during COVID-19 form by Friday, March 13. Please complete this form even if you will be staying on campus in your currently assigned room.

在本周的剩余的几天内，以及在整个线上教学期间，大学宿舍和其他社区服务（如下所示）将继续为那些选择留在校园的人员开放。所有住校以及走读的学生都须在3月13日（星期五）之前，通过提交《[COVID-19疫情期间德鲁大学学生居住计划表](#)》来告知学校您在此期间的居住地。即使您选择留在自己的原有宿舍房间，也请务必提交此表。

On Thursday and Friday, nonessential staff are asked to work remotely as you would in the case of a snow emergency; for staff members whose positions prevent them from working remotely, alternate arrangements will be provided. Beginning Monday, March 16, we will resume normal business practices in a modified, remote way (see “Business Continuity” below). **Staff members who are not experiencing any symptoms of illness are expected to work on campus on Wednesday, March 11 as usual. The day will conclude with an information session at 4 p.m. in Crawford Hall at the Ehinger Center (or via Zoom meeting) where staff-specific concerns will be addressed.**

星期四和星期五，非必要工作人员将被要求像雪灾时一样进行远程工作。对于那些因职位原因无法进行远程工作的职工，将提供其他安排。从3月16日星期一开始，我们将以一种经过修改的远程方式恢复正常的业务运营（详见“业务连续性”）。**没有疾病症状的学校职工将被要求像往常一样在3月11日（星期三）来校园工作。**这一天的下午4点，将在Ehinger Center的Crawford Hall（或通过Zoom会议）举行针对员工的信息发布会，以解决员工特有的问题。

From now through April 3, all events and gatherings on campus are postponed. This includes all Drew Forum, Admissions, student/club, and rental events. Work-related events and meetings should be conducted remotely. We will continue to evaluate the situation and stay in touch with you about the postponement and resumption of events on campus.

从现在起直至4月3日，校园内的所有活动和聚会都将被推迟。这包括所有的Drew论坛，招生，学生/俱乐部以及租赁活动。与员工工作相关的活动和会议应在远程进行。我们将继续评估情况，并就校园活动的推迟和恢复时间与您保持沟通。

We recognize this situation may cause inconvenience, anxiety, and disappointment within our community, but the potential consequences of not acting at this time outweigh the disruption in the short term. We strongly believe our actions today will give us the best chance to decrease risk in our community.

我们认识到这种情况可能会给我们的社区带来不便，焦虑或是失望，但从目前来看，此时不采取行动的潜在后果要大于短期的不便和。我们坚信，我们此次的决定将会最有效地降低我们社区所受到的疫情风险。

We also understand that you will have many questions about the next few weeks and beyond. For now, please read this information carefully, and know we will stay in touch.

我们也了解到，您将在接下来的几周及以后的时间里有很多疑问。目前，请仔细阅读此信息，并知道我们会保持联系。

Academic Continuity

学术连续性

- For Wednesday, Thursday, and Friday, March 11-13, in-person classes are cancelled as we continue preparations to move to the online learning format. Courses previously scheduled in online delivery methods will be held this week as usual.

本周三至五，3月11日至13日，面对面课程将被取消，为我们全面转向在线学习做准备。原本就是网课的课程本周照常上课。

- Students, if you haven't already, you will receive instructions from your professor about how to access your classes online before 5 p.m. on Sunday, March 15. Online instruction begins on Monday, March 16.
如果您还没有的话，您会在周日，3月15日下午5点之前从您的教授那里收到有关如何登录网课的说明。学校网课将于3月16日星期一全面开始。
- We recognize that some classes cannot easily move to a typical online format. Your professor will let you know about alternate arrangements for these classes.
如果某些课程无法轻松地直接转换为传统网课，您的教授将让您知道这些课程的任何特殊安排。
- Faculty, resources for Coronavirus Response Resources and Information and Pedagogical Support for Instructional Continuity are available for your guidance and support.
教授们，学校的[新冠病毒对应中心](#)以及[教学连续性及教学法支援中心](#)将会为您提供资源以及服务。
- Please attend the University Faculty meeting today at 4:15 pm. See the Provost's previous email for details.
请教授们务必参加今天下午4点15分的全体教授大会，详见教务长邮件。

Business Continuity 业务连续性

- Staff, unless instructed by your supervisor, please plan to work remotely on Thursday and Friday.
职工们，除非您的上司有特殊指示，请计划在周四和周五进行远程工作。
- If you are unable to work remotely, alternate arrangements will be provided. Please be in touch with your supervisor.
如果您无法远程工作，将提供其他安排。请与您的主管联系。
- Beginning on Monday, March 16, we will resume normal business practices in a modified, mainly remote way. Further communications are forthcoming prior to Monday, March 16.
从3月16日星期一开始，我们将会推行经过修改的，主要由远程方式构成的业务运营。我们会在3月16日星期一之前对此向您做进一步的沟通。
- In some cases, staff will be determined to be essential to business continuity; those staff members will receive specific communication regarding their on-campus work arrangements.
在某些情况下，对于我们的业务连续性至关重要的员工们将收到有关其在校工作安排的具体信息。
- All needed meetings should move to a Zoom format.
所有必须的会议都需用Zoom进行。
- Find a work-from-home technology FAQ here.
在[此处](#)查找在家工作的技术常见问题解答。
- If you are not experiencing any symptoms of illness, please report to campus on Wednesday, March 11, for work as usual and to take part in an information session at 4 p.m. in Crawford Hall at the Ehinger Center (or via Zoom meeting) where staff-specific concerns will be addressed.

如果您没有任何疾病症状，请于3月11日星期三来学校照常工作，并参加下午4点的信息发布会。在 Ehinger Center的Crawford Hall（或通过Zoom会议）举行针对员工的信息发布会，以解决员工特有的问题。

- Questions should be directed to your respective divisional Cabinet member.
所有问题都应直接发送给您各自的部门的领导层内阁成员。

Events and Meetings

活动和会议

- Through April 3, all internal, institutional, and external events are postponed.
在4月3日之前，所有内部，学校以及外部的活动都将被推迟。
- All work-related events will be conducted remotely unless otherwise specified by a supervisor.
除非主管另有规定，否则所有与工作相关的事件都将在远程进行。
- See below for information regarding NCAA/Landmark Conference athletics events.
有关NCAA /地标性会议田径赛事的信息，请参见下文。

Health Services

健康服务中心

- Health Services will remain open with scheduling updates on their website.
学校的健康服务中心将保持开放并在[其网站](#)上安排更新。
- If you are feeling ill, please call the office at 973-408-3414 to speak with a clinician prior to scheduling an appointment or visiting Health Services.
如果您感到不舒服，请在预约或前往健康服务中心之前先致电973-408-3414与中心的医护人员交谈。

Counseling Services

心理咨询服务

- Counseling Services will remain open with scheduling updates on their website.
[心理咨询服务](#)将保持开放并在其网站上安排更新。
- Students who are currently seeing a counselor will be notified of available options for remote meetings.
当前正在接受心理咨询服务的学生将收到有关远程会议的选项通知。
- Group sessions will be suspended at this time.
多人咨询模式暂时停止

Residence Life

宿舍

- University residence halls will remain open for those who chose to remain in their rooms. Residents who chose to reside elsewhere during this three-week period will be unable to return to the residence hall until on-campus classes resume.

大学宿舍将对那些选择留在自己宿舍房间里的学生始终保持开放。但直到校园课程恢复为止，在这三周的时间内选择居住在其他地方的学生，将无法返回宿舍。

- The Guest Policy is suspended; no guest will be authorized to be in the residence halls.
宿舍访客政策全面暂停；任何客人都不会被授权进入宿舍。
- Residents who choose to host other Drew residents in their room should use best hygiene practices, including social distancing to avoid close contact.
选择在房间内接待其他Drew宿舍学生时，请务必采用最佳卫生习惯，包括保持社交距离，以避免密切接触。
- Our professional residence life team will remain on campus for student support. An updated duty roster will be shared with the community as needed.
我们宿舍的员工管理团队将留在校园继续为学生提供支持。并将根据需要与社区共享更新后的员工值班名单。
- All resident and commuter students should inform us of where they are residing during this period by submitting the Drew University Residency Plans during COVID-19 form by Friday, March 13.
所有住校以及走读的学生都须在3月13日（星期五）之前，通过提交《[COVID-19疫情期间德鲁大学学生居住计划表](#)》来告知学校您在此期间的居住地。

Commuting Students

走读学生

- Commuter students should inform us of where they are residing during this period by submitting the Drew University Residency Plans during COVID-19 form.
走读学生应通过提交《[COVID-19疫情期间德鲁大学学生居住计划表](#)》来告知学校您在此期间的居住地。

Dining

校内餐饮

- Peet's Coffee House and the Ehinger Center Food Court will be closed beginning on Wednesday, March 11, 2020.
Peet's Coffee House和Ehinger Center Food Court 将于2020年3月11日星期三起关闭。
- The Commons, Starbucks and the C-Store will be open for regular hours through this week. Additional information on the dining schedule will be announced at the end of the week.
本周，Common，星巴克和C-Store会在[正常时间营业](#)。未来的时间表信息将在本周结束前宣布。
- All dining facilities are transitioning to pre-packaged or served/plated items.
所有用餐设施都将过渡到预包装或装盘模式。

Library

图书馆

- On-campus and remote library and instructional technology services are outlined in this guide.
此处的[指南](#)概述了校园和远程图书馆以及教学技术服务。

Simon Forum

体育馆

- The Forum will remain open through this week and schedule updates will be sent as appropriate.
[体育馆](#)将在本周内保持开放状态，并根据情况发送时间表更新。
- Only Drew students, faculty, and staff are permitted to use Forum facilities.
只有Drew的学生，教职员工才可以使用体育馆的设施。

NCAA Athletics

NCAA学生运动员

- For Conference sport teams in their active season, all practices and contests will continue.
对于正在巡回参赛的运动队，所有练习和竞赛将继续。
- The university will continue to follow guidance from the NCAA and Landmark Conference for further steps.
学校将继续遵循NCAA和 Landmark Conference的指示，以采取进一步措施。

Club Sports

学生体育俱乐部

- Club sports practices and contests are suspended at this time.
所有学生体育俱乐部活动和比赛目前暂停。

Travel Update

旅行更新

- All university-sponsored academic travel is suspended. Please check any applicable conference or meeting refund cancellation policies and note that, since, many similar events are being cancelled, you may be eligible for a refund.
所有由大学赞助的学术旅行都将被暂停。请查看任何适用的会议或会议退款等政策。请注意，由于许多类似的活动都被取消，因此您很可能有资格获得退款。
- For faculty related travel questions, contact either cladean@drew.edu or tsdean@drew.edu.
对于与教师有关的旅行问题，请联系cladean@drew.edu或tsdean@drew.edu。
- For staff related travel questions, contact Chief of Staff Barb Bresnahan at bbresnahan@drew.edu.
对于与职工有关的旅行问题，请联系cladean@drew.edu或tsdean@drew.edu。

Resources

资源

- Visit University's COVID-19 website for up-to-date information on all University prevention practices, policies, information, and resources.
访问学校的[COVID-19网站](#)，以获取最新的有关所有大学的预防措施，政策，信息和资源信息。

- For concerns about bias or harassment, students can submit an incident report using this form, and employees should contact Human Resources at 973-408-3223. In this unusual time, our community values of respect and consideration for each other are especially important. Additionally, the CDC offers guidance on stigma and resilience, available [here](#).
对于任何形式的偏见或骚扰行为，学生都可以使用[此表格](#)提交事件报告，大学员工应致电973-408-3223与人力资源部联系。在这个不寻常的时刻，我们社区相互尊重的价值观尤为重要。此外，CDC提供的关于stigma and resilience防止歧视及社区恢复的指南，可在[此处](#)获得。

I want to offer my thanks to our staff and faculty, as well as our partners in our hometown of Madison, who have been tirelessly working on these issues around the clock. We continue to work with our local, state, and federal partners to determine next steps. **We will communicate with you as far in advance as possible regarding a return to on-campus learning and business after April 3.** Thank you for your continued cooperation as we work together to maintain the health and well-being of our campus community.
在最后，我要感谢我们的员工和教职员工，以及我们Madison社区的所有合作伙伴，他们一直不懈，24小时不间断地研究并处理者疫情带来的问题。我们将继续与我们的地方，州和联邦合作伙伴合作，以确定下一步行动。**我们将尽可能早地与您沟通关于4月3日之后恢复在校学习和工作的事宜。**感谢您与我们共同努力，一起维护校园社区的健康和安全。

Sincerely,

MaryAnn Baenninger
President, Drew University
德鲁大学校长