

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

(Most Recent Update, June 18, 2020, 9 a.m.)

Steward Observatory and the Department of Astronomy have adopted policies to minimize the risk of transmission of COVID-19, while allowing us to continue to support our educational, outreach, and research missions. Information is 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.

We have tried to highlight through the use of dates when material has been updated.

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),

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

<https://hr.arizona.edu/FY-2020-2021-Furlough-Program> (HR, and links off that page).

## **Courses and Classes (undergraduate and graduate) (last updated June 18, 2020)**

*Please see the Provost and College Pages for information for the fall 2020 semester.*

## **Furlough and Furlough-based Salary Reduction Program**

*Please see the Provost and College Pages as well as the HR page that is linked off of those pages.*

## **Guidance from University of Arizona Human Resources (last updated March 27)**

Human Resources is working remotely, but we continue to offer full services and remain available for questions. Please do not hesitate to contact your dedicated HR Consultant or email our COVID-19 email address at [HR-COVID19-Questions@email.arizona.edu](mailto:HR-COVID19-Questions@email.arizona.edu) for assistance.

- **Time reporting guidance** (for Observatory processing see Business Operations / Payroll)
  - We have updated our time reporting section with separate guidance pages for employees and student workers. Also available is a tool to assist employees and their supervisors as they work together to determine options for remote work.

- [Guidance for employees and supervisors](#)
- [Guidance for student workers and supervisors](#)
- **New:** [Determining remote work guide \(PDF\)](#)
- **Life & Work Connections resources**
  - During these times, it is especially important for employees to take stock in their whole health and well-being – physical, emotional, social, and more. Life & Work Connections (LWC) is available to support you and your area.

[Visit LWC's support landing page](#) for remote and digital resources\* for University employees, including e-counseling options, the latest news from our Sick and Backup Childcare provider, and other Employee Assistance Services.

### **Working From Home (last updated April 2nd)**

Effective immediately and until we explicitly notify you of a change, the Department of Astronomy and Steward Observatory, consistent with U Arizona policy, is strongly encouraging staff, students, and faculty to work from home if at all possible. Current University policy requires no gatherings, without explicit granting of an exception, on campus (in labs or facilities). See the University Web page linked above.

### **If You Need to Take Equipment / Supplies Home for Remote Operations:**

- Complete an 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.
- If supplies or non-equipment items (no serial number), describe it as best as possible, include a WORD addendum if more space is required.
- 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.
- Steward Observatory Business procedures may be found “Business Operations” in this document
- 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.  
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** (Updated March 23, 2020, 9:20 p.m.)

The Computer Support Group wants to give you the best support possible to alleviate the stress of working from home. Here is the list of channels you can use to contact us and request help:

- Good old reliable email is the preferred way to contact us.
- The official Steward Observatory Slack work space is now open. Request your invite to [cburguillo@email.arizona.edu](mailto:cburguillo@email.arizona.edu).
- 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, Zoom questions and VPN connection problems contact Greg (gregorynrogers) or Trey (fsg3)
- For licensing and certificates contact Trey (fsg3)
- For astro lists, slack invites, servers and Linux support contact Carlos (cburguillo)

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

### **Travel (Work) (updated June 18, 2020)**

Any work/University domestic inter-state or international related travel requires explicit approval (or in the case of previously approved travel, reapproval) by the Department Head/Director, the Interim Dean of the College of Science, and the Office of the Provost. 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 might be required to not return to campus (or have contact with university community members) for 14 days after returning. Such restrictions will be specified at the time the travel request is approved and based on conditions at the time of travel.

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 (Cancelled Trips) (updated April 13th)**

If you have had to cancel a trip in support of your University efforts, you may seek reimbursement through the business office for the flight costs --- even if the airline is only offering you a credit. Note that the credit must be used for a future University business trip.

### **Business Operations (updated March 27)**

(Contacts for Questions: Mark Buglewicz and Christina Siqueiros)

The Steward Observatory Business Office and Facility Support Services has transitioned to off-site operations. 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. The Annex will not be consistently staffed and 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 (updated March 27):**

- 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. If you receive a shipment at your residence:
  - Complete an off-campus certification for all items, equipment and non-equipment - Use a WORD addendum if the number of items exceeds the certification spaces
  - If the shipment has supplies or items that do not carry a serial #, attach the packing slip, or identify to the best of your ability
  - Submit to [so-facilities@list.arizona.edu](mailto:so-facilities@list.arizona.edu)
  - No hazardous materials may be delivered to a personal address
- Shipments requiring loading dock deliveries should be coordinated through [so-facilities@list.arizona.edu](mailto:so-facilities@list.arizona.edu) in advance (5 days).

### **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).
- You must inform the Director of planned visits to the building and get approval.

### **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 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.

### **Hiring (updated April 2nd)**

There is currently a freeze on hiring, promotions, and most HR actions. Exceptions may be requested. Contact Jannuzi if you have an urgent case that needs to be considered for an exception.

### **Outreach Activities (updated March 27)**

Mount Lemmon SkyCenter:

(Contact for questions, Alan Strauss)

Our night time observing program is currently suspended. The Astrophotography Program is working at a limited level

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*

Currently Open (June 18, 2020)

#### **MAGELLAN**

(Contact for Questions: Dennis Zaritsky and Ed Olszewski)

Currently Shutdown (June 18, 2020)

#### **MMT**

(Contact for questions: Grant Williams)

*From MMT Director Grant Williams*

Currently Open (June 18, 2020)

### **Mt. Lemmon/Bigelow**

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

**Updated 4/2/2020** - Currently Shutdown due to Bighorn Fire (June 18, 2020)

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

(Contact for questions: Alyson Ford)

Currently Shutdown due to Bighorn Fire (June 18, 2020)

### **VATT**

(Contact for questions: Paul Gabor)

Currently Open (June 18, 2020)

### **Arizona Radio Observatory**

(Contact for questions: Alyson Ford)

**Updated June 18, 2020** - SMT open, 12m closed

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

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

**Updated 3/27/2020** - Operations currently suspended.

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

(Contacts for questions: Bob McMillan and Melissa Brucker)

**Updated 3/27/2020** - Operations currently suspended.

### **Sunnyside**

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

**Updated 3/18/2020** - Excerpt from an email from April Bagley: "The Sunnyside property is closing down in response to COVID-19 and will reopen once we are cleared by the University."

### **NOIRLab (former NOAO) 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)