Steward/Astronomy Specific Guidelines for Responding/Adapting to C19 Pandemic
(Most Recent Update, March 16, 2020, 6 p.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
and
https://science.arizona.edu/coronavirus

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 and College pages at least daily, as they are also being updated frequently.

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.
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. 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
  - 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). Updates to come.

- 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.

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:

Undergraduates working on Research or in Research Lab:
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.

**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/](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](https://hangouts.google.com)).
- If you prefer Microsoft you will find us on teams ([https://teams.microsoft.com/start](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.

Thank you,

Carlos Burguillo

cburguillo@email.arizona.edu

(520) 626-1582

Travel

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 THREEx 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"
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

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

Contacts by Lead:
Mark Buglewicz buglewic@arizona.edu        Human Resources
Christina Siqueiros siqueirc@arizona.edu     Administrative Accounting
Laura Hammond hammondll@arizona.edu          Grants Mgmt / Proposal Prep
Jennifer Pierson jpierson@arizona.edu        Operations / Reporting
Corina Bedoy cbedoy@arizona.edu              Facility
Gabe Coronado coronadg@arizona.edu
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

Deliveries / Mail:
○ All Packages will be diverted to UA Central Receiving
  ■ Pick up Address: 3740 E. 34th Street
  ■ For the week of 3/16/2020, either Academic Office or Business Office will pick-up and distribute
○ 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.

Building Access:
○ As of 03/16/20 all doors will be locked & will require Cat Card Access to open doors.
○ For either Cat Card or key access Email Michelle Cournoyer at Michelle@arizona.edu
○ For key access, contact either Michelle or so-facilities@list.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.
○ To reach individual team members:
  ■ Christina Siqueiros 520-621-2371
  ■ Susan Warner 520-621-6526
  ■ Miranda Cox 520-626-9976

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

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
It is very important that we protect the mountain staff and environment. It is the one thing we all depend on. Given its remote location at elevation with shared living quarters, bathrooms, and food preparation areas in confined spaces, it can be a fertile environment for a virus like the coronavirus to take hold and spread.

From now on and until further notice, no out-of-state observers will be allowed to come to observe from our remote observing room in Tucson. The mountain continues to be off-limits to visitors. Instead, we will provide service observing with remote coordination from the partner observers through eavesdropping.

We will also entertain tests of remote observing capabilities with the partners wishing to do so. Our staff will contact the observing teams to clarify what we can provide and which kind of tests and protocols the teams want to test.

To make clear sky usage as efficient as possible, we will provide an LBT observer on duty for every night, likely up to the beginning of the summer shutdown (the COVID-19 crisis is not going to disappear quickly...). The default observing mode will be Service Observing with eavesdropping.

I want to thank all the observing teams who, though disappointed at first, have been very supportive of the move we made before travel restrictions were more globally enforced. We will make the best of this extraordinary situation, hoping that we can maintain mountain operations for as long as possible.

Don't hesitate to contact us if you need any help with the preparation of your observing run(s) to come.

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
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)
Observing continues for now. Observers should be aware that the University may require us to close these facilities on short notice. All scheduled observers who are not based in Tucson should explicitly contact Paul Smith or Alyson Ford to confirm status of facilities before going to the mountain.

CSS (Catalina Sky Survey): Adapted from an email from Eric Christensen, Director of Catalina Sky Survey
“For those who typically work on the mountain, we will continue to operate the survey and follow-up telescopes per our normal schedule, consistent with guidance from the University that “Until further notice, normal research activities will continue”. Please be particularly conscious of the cleanliness of our shared workspaces, and be aware of your own health and your families’ health. If you are feeling unwell, let me know as soon as practical and I will make schedule modifications - nobody should be going to work, whether on campus or at a telescope, if they are sick.

Since this is a fast-evolving situation, I am prepared to modify our operations as needed to keep the team safe.”

VATT: (Contact for questions: Paul Gabor)
Observing continues for now. Observers should be aware that the University may require us to close this facility on short notice.

Arizona Radio Observatory: (Contact for questions: Alyson Ford)

12M Telescope (Kitt Peak):
All observing must be done remotely, except for EHT. Observers should be aware that the University may require us to close this facility on short notice. AURA guidelines require out-of-town observers to self-quarantine in Tucson for 14 days prior to heading to the mountain. Specifically, the current AURA guidelines for accessing Kitt Peak are on this page under NSF’s OIR Astro Lab Visitor Policy.

Submillimeter Telescope (Mt. Graham):
All observing must be done remotely, except for EHT. Observers should be aware that the University may require us to close this facility on short notice. Out-of-town visitors are not permitted at this time.
Bok 2.3m on Kitt Peak: (Contacts for questions: Paul S. Smith and Alyson Ford)
Observing continues for now, but you should contact Paul Smith or Alyson Ford to check on current guidance before you go up the mountain. Observers should be aware that the University may require us to close this facility on short notice. AURA guidelines require out-of-town observers to self-quarantine in Tucson for 14 days prior to heading to the mountain. Specifically, the current AURA guidelines for accessing Kitt Peak are on this page under NSF’s OIR Astro Lab Visitor Policy.

Spacewatch (72 inch and 36 inch) on Kitt Peak: (Contacts for questions: Bob McMillan and Melissa Brucker)
Continuing to operate at this time. AURA guidelines require out-of-town observers to self-quarantine in Tucson for 14 days prior to heading to the mountain. Specifically, the current AURA guidelines for accessing Kitt Peak are on this page under NSF’s OIR Astro Lab Visitor Policy.

NSF’s OIR Lab Visitor policy (as of 3/12/2020) (currently applies to Kitt Peak):

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.**