

USC Mrs. T.H. Chan

Division of Occupational Science and Occupational Therapy

*Grace Baranek, PhD, OTR/L, FAOTA
Associate Dean, Chair, and
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March 20, 2020

Dear Chan Faculty, Staff and Post-docs:

I hope this message finds you well and that you are fully operational working remotely from home at this time. As you all know, Governor Newsom issued a statewide “stay at home” order. I realize this is a stressful time for everyone, and thus, wanted to provide you with some important updates as well as some additional resources that Chan has put in place to support the emotional health and overall well-being of our community.

GENERAL CHAN INFORMATION (FACILITIES, COMMUNICATIONS, WEB PORTAL, ETC.):

- All Chan “non-essential” functions are being conducted remotely.
- Chan Division buildings will be locked 24/7 to all but a few specifically authorized personnel beginning Monday, March 23, 2020. All card-controlled access points will be disabled. Please contact Jackie Mardirossian (jmardiro@chan.usc.edu), our Division’s facilities manager, if you need access to some essential materials in your office/lab. We will keep you updated if access changes. Jackie will be monitoring phone calls and mail/deliveries three days per week.
- If you are in need of any computer equipment or require assistance trouble-shooting, our IT team, directed by Joseph Gonzalez, is ready to support you remotely. Please contact IT at (helpdesk@chan.usc.edu).
- Some people are understandably feeling overwhelmed by the amount of communications coming from different sources, multiple times per day. Although we feel it is critical to forward all relevant information to you via email as soon as it becomes available, we also refer you to two links that have compiled these communications for easier access.
 - The USC portal for all COVID-19 related communications for faculty/staff and post-docs is (<https://employees.usc.edu/health-alert-coronavirus/>)
 - The new Chan portal allows you to access all Chan-specific COVID-19 communications -- these are tagged by relevant categories (teaching, clinical, research, students), and listed chronologically with the most recent posted at the top. The URL for faculty/staff and post-docs is (<https://chan.usc.edu/resources/covid19>). We will send you a login and password in a separate email to follow.

FOR THOSE TEACHING, MENTORING AND ADVISING STUDENTS:

- Our students are scheduled to return “virtually” following their spring break on Monday, March 23, 2020. All instructors should be fully prepared to teach remotely via Blackboard/Zoom.
- All fieldwork/clinical residencies related to Chan program requirements have been either concluded, or moved to remote capacities (e.g., Telehealth) to limit exposure.
- We have instituted weekly student Zoom “drop-ins” with faculty/program directors to support students and answer programmatic questions.
- Students were sent a list of supportive resources that are accessible through our Occupational Therapy Faculty Practice (OTFP). This list includes consultations, and Telehealth Services. A copy of this communication will be posted on our new Chan portal.



- We encourage mentors/advisors to check-in regularly with their students/advisees individually and/or in groups as needed. The university provided a list of resources for students, which are posted at (<https://studenthealth.usc.edu/counseling/>)
- Please contact Dr. Julie McLaughlin Gray (jmgray@chan.usc.edu) if you have questions specific to your teaching roles.

FOR THOSE IN CLINICAL PRACTICE/WORKING IN CLINICS:

- Essential health care functions continue at all sites by Chan faculty/staff; remote services (Telehealth) are also available and thriving.
- Students assigned to USC clinical sites are NOT allowed onsite and are providing only remote (Telehealth) patient care.
- Policies and procedures at each site have been activated to protect the health and wellbeing of clients, visitors, families, and our healthcare providers related to potential exposures to COVID-19.
- Please contact Dr. Katie Jordan (mkjordan@med.usc.edu) if you have questions about USC clinical sites or your specific clinical roles.
- Please contact Dr. Sarah Bream (bream@chan.usc.edu) if you have logistic questions regarding specific OTD residents.

FOR RESEARCHERS/INVESTIGATORS AND RESEARCH LAB PERSONNEL:

- USC has suspended all person-to-person contact research and is implementing a pause of any onsite non-essential laboratory functions. Activities that can be conducted remotely through internet or Telehealth may continue pending approval for revisions in the IRB protocols. No new studies can be implemented at this time.
- If you are mentoring or supervising any students with active IRBs, please make sure they are made aware of these changes.
- Please contact Dr. Mary Lawlor, Associate Chair for Research (lawlor@chan.usc.edu), with any research-related questions.

CHAN COMMUNITY WELL-BEING:

- We understand that working remotely can feel isolating to many people. Thus, we are instituting faculty/staff and post-doc Zoom drop-ins to support connection and well-being to anyone who wishes to participate. Zoom URLs will be posted to the Chan COVID portal. These are hosted by the OTFP and organized into specific subgroups as follows:
 - 03/23/2020: 10:30 – 11am (Faculty & Staff)
 - 03/24/2020: 12:10 – 12:35pm (Faculty, Staff, & Students)
 - 03/25/2020: 10:30 – 11am (Faculty & Staff)
 - 03/26/2020: 12:10 – 12:35pm (Faculty, Staff, & Students)
 - 03/27/2020: 8 – 9am (Faculty and Staff)
- Please contact Dr. Chantelle Rice (Chantelle.Rice@med.usc.edu) if you have logistic questions specific to the Zoom drop-ins for faculty/staff and post-docs.

I truly appreciate how our Chan family has pulled together as a team during this unprecedented situation to get critical work functions accomplished, and keep our community healthy and safe. There have been many challenging decisions to make, and surely more to come. Our leadership team has been very responsive and



supportive to my requests, and I thank all faculty, staff and post-docs for their flexibility, dedication and strength during this crisis. As the situation evolves, we will keep you updated of any changes affecting Chan directly. If you have any questions, or need assistance in any way, please do not hesitate to ask.

Sincerely,



Grace Baranek, PhD, OTR/L, FAOTA
Associate Dean, Chair, and
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