

## **Faculty and Staff: Documenting Your Experience during the Coronavirus Outbreak**

**Purpose:** The purpose of this project is to record and preserve the personal experiences of DePaul University faculty and staff during the coronavirus outbreak. While official University responses to this unprecedented event will be recorded and preserved in the University Archives through administrative records transfers, there are no such provisions in place to ensure the inclusion of our faculty and staff members' experiences and reactions in the permanent archives. You can help with that by participating in this project.

**Directions:** The method that you use to record your thoughts during this time period is up to you. Some suggestions include writing a journal of your thoughts and experiences, recording voice memos to make an audio oral history, saving your social media posts, or taking photos and/or videos of life as you see it. We are interested in stories about the shift to remote teaching and working from home, the ways you are staying in touch during this period of social distancing and self-quarantine, and creative ways you have coped with the situation, discovered meaning from it, and integrated a sense of mission into your work in new ways.

### **Prompt Questions:**

- Did you have to leave campus suddenly due to COVID-19? What was that experience like, what kind of help did you have?
- Are you still working on campus, providing essential services? What has that experience been like? How do you commute to work?
- How are online classes going? What kinds of messages have you received from students? How is your office or department handling the changes? How are you handling it?
- How is working remotely going? Has the switch to online work changed your projects, responsibilities, and priorities?
- How do you and your colleagues communicate? What are the ways that you have managed to maintain and/or helped your colleagues maintain a sense of connection to one another and to stay engaged in the DePaul community?
- How has your understanding or vision of the work and mission of DePaul University shifted during this time? And/or, what has this time reinforced or made more clear?
- What are some of the new or different ways that you have implemented during this crisis time to put DePaul's mission into practice?
- What is happening in your daily life at home? How are your family/friends/partners/etc. doing?
- Do/did you have another job off campus? What kind of work did you do, and how has that been affected by COVID-19, lock-downs, and quarantine?
- Are you or anyone you know sick? What have the symptoms been? What was the response from medical personnel and availability of COVID-19 testing?

- Have you participated in any volunteering or community work - delivering groceries to vulnerable families, donating blood, etc.?
- What role has technology played during the pandemic - as a method of sharing information, as a method of communicating, or as a method of entertainment?
- What are your impressions of the media coverage surrounding the virus and pandemic, both before it arrived in the United States and your state/city, as well as after?

### Guidelines:

- The University Archives can handle just about any format you create, but if you're uncertain about something in particular and need technical assistance please reach out to [brittan.nannenga@depaul.edu](mailto:brittan.nannenga@depaul.edu).
- Please use this [Submission form](#) to submit your items. It will allow for you to sign a virtual deed of gift and provides important information about the copyright and use of your content.
- Since the COVID-19 pandemic is a public health crisis, it is likely that your submissions might include the personal health information of yourself or others. This information is legally protected by the [Health Insurance Portability and Accountability Act \(HIPAA\)](#). At the time of submission you will be asked to agree to a Personal Health Information Agreement. It's important to note that you must agree not to include personally identifiable health information about another person or persons, or information that could allow a third party to identify other people. This might include members of your family, neighbors, etc.
- If you interview other people in the course of your documentation, we will also need their permission so that we can preserve and share the recordings with future researchers. Please have any colleagues, friends, family members, or community members fill out the [Submission form](#) if you wish to record with them. **If we do not receive completed forms from you and all other participants, we cannot preserve the materials.** NOTE: Only you will need to attach the files to the form, co-creators can simply fill in their personal information along with a description of the materials and agree to the submission terms.
- Events are changing by the day, and we encourage you to regularly record your thoughts during this time period. You may choose to compile the materials you create and submit them together in one batch. You may also complete the [Submission form](#) more than once and submit materials periodically throughout the project.
- Please be aware of any “stay at home” orders and social distancing best practices while self-documenting and stay at least 6 feet away from any people you wish to interview, wash your hands frequently with soap and water, cover coughs and sneezes with a tissue or the inside of your elbow, and stay home if you feel sick ([as recommended by the CDC](#)).
- We know that the pandemic has affected our community emotionally, physically, spiritually, mentally, and financially. Please visit [DePaul's COVID-19 Resources page](#) for methods on finding health and wellness support.