RESPONSE TO COVID-19 (CORONA VIRUS) PANDEMIC

Dear PICO,

We here at MOEMS are primarily concerned about you and your students’ well-being. I hope this letter finds you safe and healthy. I don’t have to tell you that this pandemic crisis is wreaking havoc in all walks of life, the least of those is the successful completion of the MOEMS Contest Year (and perhaps any Tournaments that you may be planning). There is nothing for you to fret about. We will try to answer all questions you may have about completing this 2019 – 2020 academic year. If yours is not answered, feel free to e-mail or call us with your additional concern.

A REMINDER FOR ALL PICOs

USE OF ON-LINE/INTERNET METHODS FOR ADMINISTERING CONTESTS

As has always been our policy, our contests are not permitted to be placed on the internet or e-mail, in any form. There are many reasons for adhering to this policy, even during these times, but I will restate here: students should all be in the same place and at the same time for the administration of MOEMS® Contests.

The overriding policy that you should keep in mind is that you have always had the option of administering a contest AFTER the date posted. For this year, if you are concerned about the March 31 deadline, you will see below that there is no reason to worry about that. We’re going to get through this together – the awards may get to you later than published, but they WILL get to you for your students.

SCENARIO 1: IF YOUR SCHOOL HAS BEEN CLOSED FOR A SPECIFIED PERIOD OF TIME

• Wait out the closure; administer the contest when things return to “normal”
• Enter the scores on the sheets provided for late entry of scores
  – Do not include late fees, unless you never entered the students’ names ($10.00 fee)
  – On the top of the paper write, “COVID TEMP CLOSURE”
• Once we enter your submitted scores, we will do our best to get your awards out as soon as possible. You will not have to wait until all the other schools’ awards have been sent out to get yours.

SCENARIO 2: IF YOUR SCHOOL HAS BEEN CLOSED FOR THE REMAINDER OF THE SCHOOL YEAR

Unfortunately, your students will only have scores entered for 4 of the 5 contests. Rather than penalizing them with zeros for that 5th contest, we will “pro-rate” those four scores to equate them to those students who completed all five contests.
• Fill out the top section on the sheets provided for late entry of scores
  – Do not include late fees, unless you never entered the students’ names ($10.00 fee)
  – If any of the scores from the first four contests are missing, add them
  – On the top of the paper write, “COVID PERMANENT CLOSURE”
• Once we enter your submitted scores, we will do our best to get your awards out as soon as possible. You will not have to wait until all the other schools’ awards have been sent out to get yours.

SCENARIO 3: IF YOUR SCHOOL HAS CANCELLED AFTER-SCHOOL ACTIVITIES FOR A SPECIFIED PERIOD OF TIME

We foresee the possibility that, although the school may reopen, after school activities may still be curtailed. If that is the case, you may have to ask permission from your principal to hold a contest during the school day. If that permission is not granted, consider your situation that of Scenario 2 above.

If after-school activities resume as “normal,” the guidelines below will work for you.
• Wait out the closure; administer the contest when things return to “normal”
• Enter the scores on the sheets provided for late entry of scores
  – Do not include late fees, unless you never entered the students’ names ($10.00 fee)
  – On the top of the paper write, “COVID TEMP CLOSURE”
• Once we enter your submitted scores, we will do our best to get your awards out as soon as possible. You will not have to wait until all the other schools’ awards have been sent out to get yours.
**Scenario 4: If Your School Has Cancelled After-School Activities For the Remainder of the School Year**

Unfortunately, your students will only have scores entered for 4 of the 5 contests. Rather than penalizing them with zeros for that 5th contest, we will “pro-rate” those four scores to equate them to those students who completed all five contests.

- Fill out the top section on the sheets provided for late entry of scores
  - Do not include late fees, unless you never entered the students’ names ($10.00 fee)
  - If any of the scores from the first four contests are missing, add them
  - On the top of the paper write, “COVID PERM AFTER-SCHOOL CLOSURE”

- Once we enter your submitted scores, we will do our best to get your awards out as soon as possible. You will not have to wait until all the other schools’ awards have been sent out to get yours.

**Scenario 5: If Your School is Closed for Now and When It Will Resume, If At All, Is Unclear**

You have one of two choices: (1) wait it out and then follow instructions for Scenario 1; (2) your school never reopened, which means you will only have scores entered for 4 of the 5 contests. Rather than penalizing them with zeros for that 5th contest, we will “pro-rate” those four scores to equate them to those students who completed all five contests.

- Fill out the top section on the sheets provided for late entry of scores
  - Do not include late fees, unless you never entered the students’ names ($10.00 fee)
  - If any of the scores from the first four contests are missing, add them
  - On the top of the paper write, “COVID UNCERTAIN CLOSURE”

- Once we enter your submitted scores, we will do our best to get your awards out as soon as possible. You will not have to wait until all the other schools’ awards have been sent out to get yours.

**Scenario 6: If Your School is NOT Affected at This Time, But Attendance is Suffering**

Make-ups of a MOEMS® Contest have never been permitted; and we will continue that policy for this year. If you administer the contest on a school day, all students must take it at the same time in the same place. Students who miss the contest should be given a “0” or “ABS” for contest 5.

> In this scenario, we expect that your scores will meet the March 31st deadline.

A FINAL NOTE: None of us own a crystal ball that can tell us about the life expectancy and/or trajectory of this virus. If dates change for returning to classes, just let us know by e-mail, and we promise to do our best to make this year right. Again, be safe and don’t let these MOEMS issues consume you!

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Scenario 1: If Your School Has Been Closed for a specified Period of Time

Wait out the closure; administer the contest when things return to “normal”
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Scenario 2: If Your School Has Been Closed for the Remainder of the School Year

Unfortunately, your students will only have scores entered for 4 of the 5 contests. Rather than penalizing them with zeros for that 5th contest, we will “pro-rate” those four scores to equate them to those students who completed all five contests.
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Scenario 3: If Your School Has Cancelled After-School Activities For a Specified Period of Time

We foresee the possibility that, although the school may reopen, after school activities may still be curtailed. If that is the case, you may have to ask permission from your principal to hold a contest during the school day. If that permission is not granted, consider your situation that of Scenario 2 above. If after-school activities resume as “normal,” the guidelines below will work for you.

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