Many academics have been working non-stop during the past year, and there seems to be no end in sight. But what do you do if you need time off? Here’s a guide on how to write a Covid Impact Statement.

**Question:** You’re a professor, and you’re struggling to meet deadlines for the upcoming academic year. What, exactly, do you have to include in a Covid Impact Statement? What do you hope to accomplish?

**Response:** The first thing you should know about Covid Impact Statements: Just like so much else with this Godforsaken pandemic, there is no way to know if your readers will understand your struggles. As a result, you must be especially clear and focused in your writing.

First, it’s helpful to know that Covid Impact Statements are typically going to end up in the hands of people who are not exactly sympathy-based — that is, they are going to be evaluating your work for something like tenure or promotion. So you want your statement to be as solid as possible, even if you don’t actually think you have a real case for doing so. That means being very clear, specific, and direct in your writing.

A Covid Impact Statement, essentially, is an opportunity to line up the pieces of your life and work during a specific period of time and explain why your work might have been affected by Covid. It’s a chance to explain why your research or teaching has been limited or why you’ve had to make accommodations for your students or colleagues.

For example, if you’re a professor at a research university, you might explain why you’ve had to shift your research focus to other areas due to changes in your lab environment or your ability to conduct research. Or, you might explain why you’ve had to change your teaching methods to accommodate remote learning.

Another way to think about Covid Impact Statements is as a form of self-defense. If you’re going to be evaluated for something like tenure or promotion, you want to make sure that you have a clear and direct explanation of why your work might have been limited or why you had to make accommodations for your students or colleagues.

Ultimately, you want your statement to be as clear and direct as possible. You want to avoid using vague language or making broad claims about how Covid has affected your work. Instead, you want to be very specific and detailed in your writing, explaining exactly how Covid has impacted your work and what you’ve done to adapt.

**Question:** Can you give an example of a Covid Impact Statement? How did you write it?

**Response:** I am going to use a hypothetical example to illustrate how a Covid Impact Statement might look. Let’s say you are a professor at a research university who has been trying to conduct research in your lab. But due to Covid, you’ve had to shift your research focus to other areas.

In your statement, you might explain why you’ve had to shift your research focus and what you’ve done to accommodate your research goals. You might also explain how Covid has affected your lab environment and what you’ve done to adapt.

A Covid Impact Statement is a way to explain why your work might have been limited or why you’ve had to make accommodations for your students or colleagues. It’s a chance to explain exactly how Covid has impacted your work and what you’ve done to adapt.

The key is to be clear, specific, and direct in your writing. You want to avoid using vague language or making broad claims about how Covid has affected your work. Instead, you want to be very specific and detailed in your writing, explaining exactly how Covid has impacted your work and what you’ve done to adapt.

**Question:** What are some common mistakes people make when writing a Covid Impact Statement?

**Response:** There are a few common mistakes people make when writing a Covid Impact Statement. The first mistake is to make vague claims about how Covid has affected your work. For example, you might say something like, “I’ve had to shift my research focus due to Covid.”

Another common mistake is to make broad claims about how Covid has affected your work. For example, you might say something like, “I’ve had to shift my research focus due to Covid, and I’ve had to make accommodations for my students and colleagues.”

Finally, another common mistake is to try to explain away your work by attributing it to something else. For example, you might say something like, “I’ve had to shift my research focus due to Covid, but I’ve also had to make accommodations for my students and colleagues.”

The key is to be clear, specific, and direct in your writing. You want to avoid using vague language or making broad claims about how Covid has affected your work. Instead, you want to be very specific and detailed in your writing, explaining exactly how Covid has impacted your work and what you’ve done to adapt.