

August 13, 2021

## **GUIDANCE FOR FACULTY**

This document provides information about teaching in the classroom and working with students this fall. It is divided into the following sections:

- ATTENDANCE POLICY AND SYLLABUS STATEMENTS
- CLASSROOM PUBLIC HEALTH MEASURES
- OFFICE HOURS
- CLASSROOM TECHNOLOGY RESOURCES
- HEALTH CHECKS AND ISOLATION/QUARANTINE PROCEDURES

Other information is available at the [Academic Affairs Covid-19 Information Hub](#).

### **ATTENDANCE POLICY AND SYLLABUS STATEMENTS**

On August 12, Faculty Senate approved an addendum to the attendance policy and syllabus statement on face coverings. The face covering statement has been added to the Academic Affairs [Syllabus Statements](#) website, which you can link to in your syllabus. The intellectual property statement that was adopted by Faculty Senate in August 2020 remains unchanged and is also on the Syllabus Statements website.

#### Attendance Policy

This paragraph is in addition to the Attendance Policy in the Faculty Policies and Procedures Manual (FPPM).

If a student is at risk of missing more than 10% of a course due to Covid-19 quarantine or illness, faculty should work with the student to determine a reasonable path forward based on medical information, grades to date, and time remaining in the semester. Faculty are encouraged to count attendance in ways that are consistent with health and safety. Faculty may require virtual synchronous viewing, watching recorded lectures or participation in online activities, assignments or discussion boards.

#### Statement on Face Coverings

##### 2021-2022 Face Mask Policy

Everyone is required to wear a face covering at all times in indoor public settings, including in classrooms and in the hallways, restrooms, and elevators. This policy is contingent on updated CDC guidelines and may change over the course of the semester. The Longwood community will be notified of changes to this policy through e-mail correspondence.

Face coverings must conform to current CDC recommendations (i.e., fabric type and layers), fitting snugly against the side of the face and cover the mouth and nose. Exceptions are

possible only in the event that the content of the course is impossible to achieve with a face covering (for example, playing certain musical instruments). Students without appropriate face coverings may be denied entry into the classroom and be counted absent for that day. Faculty and students may report those who refuse to wear a mask to the Office of Student Conduct and Integrity.

### Zoom Usage

Faculty have discretion in whether or how they use Zoom as a pedagogical tool to enhance the in-person learning experience of students; it should not undermine that experience. You are encouraged to state in your syllabus and talk with your students about how you plan to use Zoom in your course, if at all.

Faculty need to state explicitly in their syllabus how they will work with students in quarantine or isolation (see Attendance statement above). Faculty have discretion in determining the means by which they will work with those students, such as through live Zoom, recorded lectures, or individual meetings.

If you plan to use Zoom for quarantined or isolated students, you may find the following optional language helpful:

Class Zoom links are intended only for students in isolation or quarantine, and students who feel unexplained symptoms related to Covid-19 and have sent the professor an email notification to that effect. Students who use the Zoom link for other reasons without prior permission from the professor may be counted absent for that day.

## **CLASSROOM PUBLIC HEALTH MEASURES**

### Face Coverings

Face coverings should:

- Fit snugly but comfortably against the side of the face
- Completely cover the nose and mouth
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allows for breathing without restriction
- Be washable and machine dried without damage or change to shape

Face coverings are required of students and employees in all indoor public areas, including during classes and when moving between classes. Exceptions to this rule are possible in the event that the content of the course is impossible to achieve with a face covering (for example, playing certain musical instruments) and provided that other protective measures are in place.

### Cleaning

Cleaning supplies are available at the front of classrooms. Unlike last year, faculty do not need to spray the cleaner on student desks. They are welcome to clean their instructor work area if desired.

### Furniture

Furniture has been moved back into classrooms and put back in their pre-pandemic arrangement. Social distancing is not required in classrooms.

## **OFFICE HOURS**

Faculty have the discretion to conduct office hours in-person or virtually. Faculty and student should abide by face covering and other university public health guidelines when they meet in-person. For virtual office hours, you can create a QR code that can be posted to your door for a student to access your Zoom link directly from their phone.

- This [video](#) shows you how to create a QR code for a Personal Zoom Room.
- This [video](#) demonstrates how students will use the QR code to access Zoom.

## **CLASSROOM TECHNOLOGY RESOURCES**

The DEC has several videos about classroom technology and some tips about teaching in class if one or more students is Zooming in to the room. Videos can be found on the [DEC's YouTube channel](#). Documents with the tips are linked below:

- [Managing the Mixed-Format Classroom](#)
- [Technology Recommendations for Mixed-Format Teaching](#)

Additional resources are on the [DEC Solomon page](#). The DEC staff and CAFE staff are also available for one-on-one appointments to help you with using the technology or to help you think through pedagogical approaches with this technology.

## **HEALTH CHECKS AND ISOLATION/QUARANTINE PROCEDURES**

Faculty and students are asked to do a self-check each morning for any of the following new and otherwise unexplained symptoms:

- Fever
- Cough

- Shortness of breath
- Chills
- Sore throat
- Muscle aches
- Fatigue
- Nausea
- Vomiting
- Diarrhea
- Loss of taste or smell

### Students

If students experience any of the above symptoms, then they should not come to class. Students should be reminded in your syllabus about what process you plan to enact for continuity of instruction and to reach out to their professors if they are unable to come to class. They should also contact the University Health Center, which will determine whether they need to be tested for Covid-19.

If a student will remain out of class for an extended period of time due to Covid-19 related circumstances, then Dr. Jennifer Green, associate vice president for enrollment management and student success, will reach out to the faculty member and inform them of the student who will not be able to be physically present in class.

The faculty member should then reach out to the student with a plan for how the student can access course content while they are unable to be physically present in class due to Covid-related circumstances. Students in isolation or quarantine will be responsible for communicating with their professors and completing assignments and other tasks in coordination with them.

Students identified as possible exposures to Covid-19 or who test positive will need to self-isolate. ARC Hall will be used to house residential students who need to be quarantined or isolated, and ARC will house any students who are symptomatic and cannot return home. University Health Center and Longwood staff will still be in touch regularly. Students temporarily staying in ARC will have meals delivered and will be able to work with professors to stay on pace with their classes. The University Health Center and Longwood staff will be in touch with them each day as they recover.

Students will not return to class unless they have met the requirements and are cleared to do so by the University Health Center or another medical provider.

### Contact Exposure and Tracing

The University Health Center, in coordination with Virginia Department of Health staff, will conduct contact tracing (with designated Longwood staff assigned to provide assistance). VDH

will notify any students or employees who are considered contact exposed and should quarantine.

For privacy reasons, Longwood will not release the names of students, faculty, or staff who test positive for Covid-19 or those who may have been exposed. Longwood will continue its [Covid dashboard](#) to report the number of student cases.

### Faculty

In the event that a faculty member becomes sick with Covid-19 symptoms or needs to quarantine, they should work closely with their department chair and make arrangements for their courses to be conducted virtually. They should also notify Human Resources ([hrCovid19@longwood.edu](mailto:hrCovid19@longwood.edu)) immediately, as well as of the dates of the contact exposure and start of any symptoms.

The University Health Center (434-395-2102) is a resource available to faculty and staff as well as students for consultations related to possible Covid-19 exposure, symptoms, and return-to-work.