GUIDANCE FOR FACULTY   August 15, 2022

This document provides information about teaching in the classroom and working with students this fall. As reflected in the latest Virginia Department of Health guidelines, and the latest CDC guidelines announced last Friday, the focus of Covid mitigation has shifted to recommendations for individuals rather than institutions to follow, as is generally the case for other infectious diseases. Other information is available at the Longwood Covid Information and Resources.

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COVID PROCEDURES

Students who test positive for Covid need to follow current isolation guidelines. As of August 15, that recommendation is five days. VDH has a comprehensive isolation and quarantine calculator so that you and your students can determine the period of time that those who have Covid or have been exposed to Covid should remain out of class. The calculator is available at https://www.vdh.virginia.gov/coronavirus/protect-yourself/isolation-quarantine/.

It is each student's responsibility to inform both you and the Care Team if they are isolating or quarantining with Covid. An email from Dean of Students Jennifer Fraley (via the Maxient system) will confirm with you that students have reached out to the Care Team and will be absent due to Temporary Medical Leave. You can ask your Associate Dean if you have a question about this. Please be mindful of students' medical privacy and do not share with the class that a student is in quarantine or isolation.

CLASSROOM PROCEDURES

PUBLIC HEALTH BEHAVIORS

At the end of the spring semester, under advisement from the state, we eliminated the mask requirement in classrooms, conference and meeting rooms, and individual offices. While you cannot require a student to wear a mask in a classroom or in your office, you can wear a mask and can invite students to do the same if you choose.

Please encourage general healthy behavior among your students (testing for Covid if feeling sick and masking if experiencing symptoms of any illness). Longwood will monitor conditions and stay in close contact with local and state health officials and may adjust mitigation measures if necessary.

COURSE EXPECTATIONS AND USE OF TECHNOLOGY

Longwood is primarily a residential, in-person learning community at the undergraduate level. Faculty are active participants in the development of citizen leaders, and that development is accomplished most directly in the face-to-face classroom environment. Distance education modalities (including online and hybrid) are valued and appropriate for certain programs, particularly at the graduate level, and during intersession and summer sessions. Zoom has been an important pedagogical tool during the pandemic, but it is neither a replacement nor a substitute for the in-person experience.

Faculty members are expected to meet all their scheduled classes and begin and end classes at the days, times, and in the rooms indicated in the schedule. According to the FPPM, 2022-2023 (Section II. J. 1., p. 40), "the published class schedule must be observed by faculty members except in those instances in which changes have been approved....Changes in the schedule can be approved only by the college deans or by the University registrar under the direction of the appropriate college dean."

If a class has a significant or regular online component (including but not exclusive to online and hybrid courses), details about that modality are part of the course approval process and should also be indicated in both the published class schedule and in the course syllabus. Additionally, a faculty member's department chair and dean must approve any shift from in-person to remote instruction on an extended or regular basis prior to such a shift.

Within these broader expectations, you have discretion in whether or how to use Zoom as a pedagogical tool to enhance the in-person learning experience. If you intend to utilize Zoom as a tool, your syllabus should be clear about that usage, in accordance with how your course is scheduled in my.longwood.

SYLLABUS

There is no specific Covid attendance policy or mask policy to be included in your syllabus, as had been the case for the past two years. The Faculty Policies and Procedures Manual, Section II. F. contains the Class Attendance policy.

Your syllabus should contain explicit instructions about how students can handle missed work (this can include but is not limited to live Zoom, recorded lectures, or individual meetings). Please also let your students know how missing class for a short period of time (as with any other illness) will affect attendance calculations in your class. Your syllabus should also contain instructions about what students should expect in the event that you are absent from class due to Covid isolation.

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.

OFFICE HOURS & FACULTY MEETINGS

Faculty have the discretion to conduct office hours in-person or virtually. As stated in the FPPM, Section II. B., "[a]t least four office hours per week must be posted on the door of each full-time faculty member's office. Adjunct faculty will work with individual department chairs to establish an appropriate number of office hours…"

Please communicate in your syllabus and post signage on your door that explains to students how to contact you during office hours. 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.

1. This video shows you how to create a QR code for a Personal Zoom Room.
2. This video demonstrates how students will use the QR code to access Zoom.

Departments and faculty committees have discretion in determining whether meetings will be held in-person or virtually. Technology should be used to make our work more efficient and effective, but should not undermine the value of the in-person experience.

FACULTY ABSENCES

Faculty who anticipate being absent from any of their classes should get permission from their department chair (or dean, if you are the chair) and provide information about how the class time will be covered. Emergency absences should be reported immediately to the department chair. In accordance with the University sick leave policy (FPPM, Section III. EE.), faculty members must report absences due to illness to their department chair and to Human Resources. Temporary Covid Leave has expired, and faculty who have to miss work because of a positive test during their isolation period need to use sick leave.

In cases of temporary absences from class due to Covid-19 (e.g., instructor isolation or quarantine; childcare/family quarantine, etc.) where the faculty member is not ill, the faculty member should consult with their chair regarding continuity of instruction. In such a case, a faculty member may provide continuation of instruction through synchronous remote means for a limited time with the approval of the department chair and dean.

CLASSROOM TECHNOLOGY RESOURCES

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

1. Managing the Mixed-Format Classroom
2. 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.