

Hi –

Please find attached a new Guidance Document that compiles information I hope will be helpful to you in your final preparations for classes to begin. The document contains the following information:

- Addendum to the Attendance Policy and Syllabus Statements passed by Faculty Senate on August 18
- Classroom technology resources
- Resources for teaching in a mixed-format classroom
- Classroom public health measures (face coverings, cleaning of classrooms, etc.)
- Office Hours
- Health Checks and Isolation/Quarantine Procedures

I also want to remind you of the [Academic Affairs COVID-19 Information Hub](#), where you can find resources and an archive of past communications. Answers to the additional questions we received from faculty after the August 10 information meeting should post later this evening on the Information Hub site.

I look forward to seeing you at the Faculty Meeting tomorrow morning.

Best wishes,  
Lara

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## **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 TECHNOLOGY RESOURCES
- RESOURCES FOR TEACHING IN A MIXED-FORMAT CLASSROOM
- CLASSROOM PUBLIC HEALTH MEASURES
- OFFICE HOURS
- HEALTH CHECKS AND ISOLATION/QUARANTINE PROCEDURES

Past guidance documents and other information are available at the [Academic Affairs COVID-19 Information Hub](#).

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

On August 18, Faculty Senate approved an addendum to the attendance policy and syllabus statements on face coverings and intellectual property. The face coverings and intellectual property statements have been added to the Academic Affairs [Syllabus Statements](#) website, which you can link to in your syllabus.

#### Attendance Policy

These paragraphs are in addition to the Attendance Policy in the Faculty Policies and Procedures Manual (FPPM).

For the 2020-2021 academic year, faculty are encouraged to count attendance in ways that are consistent with health and safety. This may include virtual synchronous viewing, watching recorded lectures or participation in online activities, assignments and discussion boards. If a student is at risk of missing more than 10% of a course due to 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.

Students are required to wear a face covering, as described in the face mask covering policy (below), at all times inside academic buildings, including during class and in the hallways, restrooms, and elevators. 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.

### Statement on Face Coverings

For the 2020-2021 academic year, students are required to wear a face covering at all times inside academic buildings, including during class and in the hallways, restrooms, and elevators. This policy is contingent on updated CDC guidelines.

Face coverings must cover the mouth and nose, fit snugly against the side of the face, and appropriately reduce aerosol emissions. Cloth face coverings should be made of more than one layer of fabric. 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) and provided that other protective measures are in place. According to the CDC, face shields and masks with unfiltered exhaust valves are not appropriate face coverings.

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.

### Statement on Intellectual Property

Content and materials for this course are for your learning only and should not be shared with others outside of the class. This includes the materials located within the learning management system, information sent to you through email, and/or content provided to you through webcasting with your professor. You may not share your course connection information (login or password), your content received through Canvas, or any videos sent to you that are specifically for this course. This includes sharing postings or recordings made by the instructor or students without permission of the originator.

When you are attending a course through web-conferencing (for example, Zoom), there should not be other persons interacting with the system or attending the session.

Any violation of this policy can result in disciplinary action. Faculty or students may report those who violate University policies regarding intellectual property to the Office of Student Conduct and Integrity.

## CLASSROOM TECHNOLOGY RESOURCES

As announced last week, the DEC has posted a series of videos to help you use the new classroom technology. You can find the videos on the Academic Affairs Information Hub. The links are also below:

- [Using the Classroom Technology](#)
- [Sharing Materials with the Document Camera](#)
- [Zoom Considerations for Fall 2020](#)
- [The Basic Student Experience in Zoom](#)
- Information about workshops can be found at <https://blogs.longwood.edu/covid19online/dec-cafe-workshops/>

## RESOURCES FOR TEACHING IN A MIXED-FORMAT CLASSROOM

DEC has developed handouts with some quick tips on handling a mixed-format classroom (some students on Zoom while others are in-person). You can find them here:

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

You can find additional resources at the [DEC blog](#). In addition to the workshops they are offering, 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 new pedagogical approaches for a multi-format classroom.

## CLASSROOM PUBLIC HEALTH MEASURES

### Face Coverings

In addition to the syllabus statement on face coverings, there are policies on face coverings in the [Student Handbook](#) and in the [Temporary COVID Workplace Policy and Procedures](#). The language below is based on information in those two policies and applies to students, faculty, and staff. According to [the definition](#) from the Virginia Department of Health, 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. Whenever six feet of distance cannot be consistently maintained outdoors, face coverings are also required of Longwood community members.

Clear face masks have been given to faculty in some program areas at their request. We have ordered additional clear face masks so each faculty member may have one if requested. Department chairs will be notified when they arrive.

### Cleaning

Director of Environmental Health & Safety Michael Lonon has put together [this instructional video](#) on how to use some of the cleaning supplies in classrooms, including the sanitizing spray. Area Coordinators can help coordinate replenishing these supplies when necessary. The sanitizing spray is called Liquid Performance Surface Sanitizer. The SDS sheet for the cleaning product is available on the [Office of Environmental Health and Safety](#) website.

For their own peace of mind, faculty are encouraged to spray the cleaner upon entering their classroom, unless you have made arrangements with the instructor who is in the classroom before you (or your department has agreed to) spray the cleaner when faculty leave the room.

Please encourage students to use hand sanitizer before entering the room and again when leaving, particularly in larger or auditorium-style rooms.

If faculty use whiteboards, they are encouraged to bring their own markers and eraser.

### Ingress and Egress from Buildings

Signage around buildings has been posted to encourage people to enter and exit through only certain doors. Some buildings also have signs in hallways directing students to the nearest exit from the building.

Students have been asked to do the following, but it may be helpful if you remind them as well:

- When moving to and from class, please follow the ingress and egress arrow signs and entrance and exit signs in academic buildings.
- Try not to arrive at a class more than ten minutes early to help prevent hallway congestion from departing classes.
- Please avoid waiting in the hallways outside of classrooms. Wait until classes have been dismissed and students have left the classroom to enter the classroom.

## OFFICE HOURS

Faculty are encouraged to hold virtual office hours via Zoom. 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.

Faculty may also continue to hold face-to-face office hours if they choose, as long as they and their student abide by face covering and social distancing guidelines when they meet.

## 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 have been instructed – and you should remind them in your syllabus – to reach out to their professors if they are unable to come to class. They have also been instructed to contact the University Health Center, which will determine whether they need to be tested for COVID-19.

If a student has been required to quarantine or tests positive for COVID-19 and will remain out of class for an extended period of time, which may be approximately 10-14 days, then the college Associate Dean 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 completing assignments and other tasks in coordination with their professors. It will be emphasized to students that communication with their professors is crucial to continuing their academic progress.

While students are in quarantine or self-isolation, Jennifer Green, associate vice president for enrollment management and student success, will be the point person for the student with regard to academic services and will work closely with the college Associate Deans.

Students identified as possible exposures to Covid-19 or who test positive will need to self-isolate. Based on their housing situation, the University and University Health Service may determine they can self-isolate in their own rooms. If they cannot, ARC Hall will be used to house residential students who need to be isolated, and ARC will house any students who are symptomatic and cannot return home. If a student lives off-campus, they will need to isolate in their apartment or house. 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

Because of the classroom precautions in place, if a student (or faculty member) tests positive, it is not necessarily the case that others in the class would need to quarantine. The Virginia Department of Health will conduct contact tracing (with designated Longwood staff assigned to provide assistance). The CDC guidance and criteria for determining who may be considered contact exposed based on timing, distancing, and nature of interaction can be found [here](#) and the VDH version [here](#). In general this requires being within six feet of distance of a confirmed case for more than 15 minutes, but other factors such as direct physical contact may be considered. *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 has launched a [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 or to be run online asynchronously.

The [Temporary COVID-19 Workplace Policy and Procedures](#) outlines what faculty should do if they are experiencing COVID-19 symptoms or have come in close contact with those who have symptoms. The following is excerpted from that policy:

If you are experiencing symptoms: Longwood employees who become ill with symptoms of influenza-like illness should stay home and notify their supervisor. If they are at work they should leave the workplace. They should contact a health professional to evaluate if they should be tested for COVID-19.

If you have been in close contact with someone with COVID-19: Employees who have been in close contact with someone with COVID-19 should stay home, inform their supervisor, and consult a health professional about obtaining a COVID-19 test. Close contact includes: living in the same household as a sick or presumed positive person with COVID-19; caring for a sick or presumed positive person with COVID-19; being within 6 feet of a sick or presumed positive person with COVID-19 for 15 minutes or longer; or being in direct contact with secretions from a sick person with COVID-19 (e.g., being coughed on, kissing, sharing utensils, etc.).

If you are being tested for COVID-19: If your health condition or possible exposure has prompted a Covid-19 test you should continue to stay home pending results of that test. If you receive a positive test result, or are told by a health provider you are believed to have Covid-19, you must 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.

Use of Sick Leave: Employees should use sick leave while obtaining a COVID-19 test, and if they are confirmed to have Covid-19. Employees may use existing sick leave, Family First Coronavirus Response Act (FFCRA) Emergency Sick Leave (up to 80 hours through 12/31/2020), or the Public Health Emergency Leave (PHEL) (up to 80 hours). Employees should contact Human Resources to request FFCRA Emergency Sick Leave or PHEL.

Return to Work: The university may require the employee to provide documentation from a health care provider prior to returning to work. Those who test positive for COVID-19 are not permitted to return to campus until they are cleared by a health care provider to do so. At a minimum, per CDC guidance such employees shall not return to work until at least 10 days have passed since symptoms first appeared and at least 24 hours have passed since recovery, defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath).

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.