

Cincinnati State Policies for On-Campus Safety and Guidelines for Remote Instruction Fall Semester 2020

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A. On-Campus Safety Policies

Note: These safety policies apply to all in-person activities on Cincinnati State campuses. Students enrolled in remote classes need to be aware of policies in effect if they seek in-person services (advising, financial aid, etc.) or are on campus in-person for another reason.

1. *Student Responsibility Policy* as Syllabus Component

All course syllabi must incorporate the College's Student Responsibility Policy, in one of these ways:

- Link to the full policy statement posted on the College website at <https://www.cincinnati-state.edu/covid-19-safety-policy-statements>
- Include the following language (verbatim) in the syllabus:

STUDENT STATEMENT OF PERSONAL RESPONSIBILITY

I understand that when I am present on a Cincinnati State campus I must act responsibly at all times to protect myself and other members of the campus community in order to minimize the spread of COVID-19.

While I am on a Cincinnati State campus I will:

- Wear a cloth face mask, as required by Cincinnati State policy and as recommended by the Centers for Disease Control, while in College buildings and garages, and for the duration of time I am on campus, except while eating.
- Comply with safety directives as conveyed by my instructors, campus police, and other Cincinnati State representatives, which may include following requirements that apply to a specific classroom, lab, or academic support area such as wearing a mask, eye shield, or gloves, or using other safety protocols.
- Comply with all safety directives on posted signs (for example, maximum number of occupants in an elevator) and provided in email communications from the College.
- Comply with other guidelines in the full Student Responsibility Statement available at <https://www.cincinnati-state.edu/covid-19-safety-policy-statements>

Seeking Alternatives to Face Mask Policy

All course syllabi must incorporate the statement below:

Face masks are essential to maintain safety during face-to-face activities that combine proximity to others and extended time spent with others (such as, but not limited to, in-person classes and lab sessions).

A student who believes they require alternative means for completing in-person activities designed to achieve course learning outcomes must complete the “Request for Exception to Face Mask Policy” eForm at https://web3.cincinnati.state.edu/eforms/eform.aspx?form_id=1957. Students must be logged into Blackboard/MyCState to access the eForm.

The form will be reviewed by the Senior Director of Student Success and Development, who will communicate to the student if a reasonable alternative is possible.

- The Senior Director may request additional documentation from the student.
- The Senior Director may refer the student to an academic advisor who will assist in locating a reasonable alternative to the course (or other activity) that has a face mask requirement.

B. Remote Course Delivery Guidelines

1. Student Camera Use in Remote Class Sessions

To provide fair access, equity, and safety and security for students, **faculty must adopt a camera-optional policy** for students who are attending class meetings held using teleconferencing applications (Zoom, Collaborate, Teams, etc.).

- **Camera use may be required for students** only when needed to monitor the achievement of learning outcomes by observing students’ performance of tasks and/or for proctoring of assessments.
- In cases where learning outcomes require students to use cameras, faculty must make the requirement known to students in the course syllabus no later than the first day of the semester.

2. Faculty Recording of Remote Class Sessions

Faculty are encouraged, but not required, to record live tele-conferencing class sessions (unless the program or department requires recording). Tele-conferencing platforms provide a unique opportunity to record class sessions with minimal effort. Recordings provide students with opportunities to review lectures and class discussion and to catch up when they have been forced to miss a class session.

For faculty who plan to record some or all class sessions:

- Students must be notified in the course syllabus no later than the first day of the semester that class sessions might be recorded.
- Students must be notified in individual class sessions before recording begins.
- During recorded sessions, students must be permitted to participate while logged in using a pseudonym (name other than their own real name) previously agreed on with the instructor.

3. Student Attendance in Remote Classes

Faculty should avoid harshly punitive attendance policies and should provide students opportunities to catch up on missed classes sessions (for instance, by viewing and responding to recorded sessions).

The pandemic has created and likely will continue to create unforeseen situations (related to the student's childcare, work, and/or limitations on technology in households) that might cause obstacles to consistent attendance at synchronous class sessions. Faculty should strive to remain flexible and understanding of students' challenges.