

Cincinnati State Guidelines for Faculty and Staff with In-Person Classes, Labs, or Other In-Person Activities Fall 2020

Published August 18, 2020

Emphasize safety policies & procedures

- Include in your course syllabus a link to the Student Personal Responsibility Statement & College Face Covering Policy - <https://www.cincinnati-state.edu/covid-19-safety-policy-statements>
- In each class or lab session:
 - Take attendance (can be a sign-in sheet) and note student locations (desk/workstation used).
 - Remind students of safety practices (could be a PowerPoint slide used at start of each class)
 - Use assigned desks or work stations (same location every class) and remind students to avoid congregating and remain 6 feet away from others.
 - Wear a face covering the entire time they are on campus, and a face shield if required for close contact activities in class/lab.
 - Wash or sanitize hands before removing/reapplying their mask.
 - Wipe down desk/work station at the beginning and end of each class/lab session.
 - Remind students of the importance of communication with the instructor if they develop COVID symptoms or diagnosis.

More information: CDC Personal Protection Strategies for Faculty and Students
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Have a “Plan B” in case you need to temporarily or permanently suspend in-person activities

- If you need assistance developing a plan, consult with your Program/Dept Chair, or with an academic administrator for your division, or with Center for Teaching and Learning Director Julee Johns.

If a student reveals COVID symptoms/exposure to you *while in-person* (before, during, or after class):

- *Tell the student to go home and contact their doctor/health care provider.*
 - Tell the student to *stay home until further notice* and to expect follow-up communication from the College regarding when they can return to in-person classes.
 - Tell the student you'll be in touch about how to continue/defer class activities.
- *End class immediately* – in a calm way, dismiss all students and *ask them to leave campus and not return until contacted by the College.*
 - Ask them to avoid going to other classes or other campus locations until contacted by the College.
 - Let them know your “Plan B” or just that you’ll be in touch soon.
- *If the student with symptoms/exposure appears to need immediate medical attention, call 911 or call Campus Police (569-1558 or from on-campus phone, 1558).* Be prepared to give the dispatch operator your building and room location.
- *Immediately notify your Dean/Director* (contact information to be provided by your Dean or Campus Director), and provide a copy of the attendance sheet and seat assignments for the day. Your Dean/Director will notify Human Resources immediately.
- Monitor your own symptoms and wait for additional information from your Dean/Director.
 - Following CDC guidelines, the College will notify local health officials, who will help determine a plan of action (notifications, closures if needed, duration, etc.)
 - The College will send notification to your students, if needed. You should **not** send messages to students about possible exposure to COVID-19.
 - Division administration, in collaboration with Human Resources, will determine the timeline for return to in-person delivery.

If a student reveals COVID symptoms/exposure to you *while not in-person* (via phone, email, etc.)

- *Tell the student to stay home from all in-person classes until further notice and contact their doctor/health care provider* if they haven't already.
 - Tell the student to expect follow-up communication from College Human Resources Office and local Dept of Health regarding when they can return to in-person classes.

- Tell the student you'll be in touch about how to continue/defer class activities.
- *Notify your Dean/Director* (contact information to be provided by your Dean or Campus Director), who will immediately notify Human Resources. Provide your Dean/Director with a copy of the attendance sheet and seat assignments for the day.
- Plan for suspension of in-person class activities until advised by division administration you can resume.
- Monitor your own symptoms and wait for additional information from your Dean/Director.
 - Following CDC guidelines, the College will notify local health officials, who will help determine a plan of action (notifications, closures if needed, duration, etc.)
 - The College will send notification to your students, if needed. You should **not** send messages to students about possible exposure to COVID-19.
 - Division administration, in collaboration with Human Resources, will determine the timeline for return to in-person delivery.

Additional Information for Faculty and Staff

How will decisions be made about continuing/suspending in-person activities?

Local health officials will help determine a course of action for the College. Recommendations will be made on a case-by-case basis, using the most up-to-date information about COVID-19 and specific cases in the community, to make recommendations for (as needed):

- duration and extent of suspension of in-person activities
- room/building/facility closures
- event/activity cancellations