

Face-to-Face Instructional Guidelines Fall 2020

Revision Approval Date 8/10/20

Effective Date 8/10/20

COVID-19 Safety - Shared Information and Awareness.

Information and awareness messaging that present best practices and standards to be implemented will be made available for faculty and students. Materials and informational items will also be made available to faculty and it is recommended that faculty present and share these items with students on the first day of classes.

Minimizing Risk and Promoting Behaviors that Reduce Spread

Southeast Missouri State University is implementing several strategies to encourage behaviors that reduce the spread of COVID-19.

The semo.edu/covid19 website provides up-to-date information and is where any changes to recommendations or guidelines will be posted. The following are guidelines based on CDC and county health department recommendations.

- **Stay Home or Self-Isolate when Appropriate**

Faculty, staff, and students who have been sick with COVID-19 [symptoms](#), tested positive for COVID-19, or have been potentially [exposed](#) to someone with COVID-19 (either through [community-related exposure](#) or [international travel](#)) should follow CDC guidance to [self-isolate or stay home](#). Exposure is defined by the CDC as having close contact <6 feet for ≥ 15 minutes and considers other factors. Refer to [CDC guidelines](#) for additional information. If you have questions regarding symptoms, consult your healthcare provider.

Refer to the SEMO Employee Safety Guidance information on the COVID-19 website at: <https://semo.edu/sealerts/covid19/employee.html> regarding guidelines on symptoms and monitoring. Should you have direct exposure, follow the below guidelines.

1. Employee should immediately contact their supervisor and one of the following if having direct exposure to a person who is symptomatic of COVID-19 but no diagnosis, direct exposure to a person with a positive COVID-19 test, or feeling unwell and showing symptoms of COVID19:
 - a. Alissa Vandeven, Director of Human Resources, x2081, avandeven@semo.edu
 - b. Jeremy Gray, Emergency Manager, Public Safety, x2547, jgray@semo.edu
 - c. Beth Glaus, Director of Public Safety, x2215, baglaus@semo.edu
2. Employee will be asked to complete the following:

- a. Patient Under Investigation (PUI) online form via <https://www.cognitofrms.com/SoutheastMissouriStateUniversity1/COVID19PUIQuestionnaire>
 - b. Request for Emergency Paid Sick Leave or Emergency Family Medical Leave form
3. Public Safety emergency management staff (Beth Glaus and Jeremy Gray) reviews PUI form submission and relays information to the local public health department.
4. The public health department, with assistance of Public Safety emergency management staff when needed, conducts interviews with PUI and contact tracings. Based on the findings of the timeline, contact tracing, and workplace practices at the time of exposure, the health department will contact the individuals who are at risk, and provide instructions. The health department will also recommend any institutional level actions.
5. If necessary, Human Resources or Public Safety emergency management staff will instruct the employee to go home and not report to work until authorized by a physician.
 - a. If the employee is well but directed to quarantine, Bonnie Modglin in Human Resources will consult with supervisor to determine if the employee is able to telework.
 - b. If a well employee is unable to telework, employee may be able to use emergency paid sick leave or family medical leave under the Families First Coronavirus Response Act (FFCRA).
 - c. If the employee is unwell, Bonnie Modglin in Human Resources will assist the employee with applying for paid sick leave benefits under the FFCRA.
 - d. Human Resources enters FFCRA into payroll for the employee.
6. Employees should not return to work until the following criteria are met:
 - a. Twenty-four hours without fever (without fever reducing medication);
 - b. Respiratory symptoms have improved; and
 - c. Ten (10) days have passed since symptoms first appeared.
7. Employee should provide a letter from Public Health or their physician supporting the length of quarantine or isolation and missed work, as well as a release to return to work when the above criteria in #6 have been met. The letter should be submitted to Bonnie Modglin in Human Resources, x2205, blmodglin@semo.edu.
- **If a student tests positive.** If testing was conducted at the campus clinic, the clinic will contact the health department and develop a plan to address the case, as well as a plan for communication to others. If a student were to be tested at another medical facility, the health department will notify our Director of the Department of Public Safety or the Director of Human Resources, and a plan will be developed for the particular case.

- **If a student tells you they tested positive** or were exposed to someone who tested positive (exposure is defined by the CDC as having close contact <6 feet for \geq 15 minutes and considers other factors such as were individuals wearing face coverings. Refer to [CDC guidelines](#) for additional information) notify our Dean of Students AND our Emergency Manager or the Director of the Department of Public Safety.
 - Dean of Students Office - Sonia Rucker, deanofstudents@semo.edu, (573) 651-2524
 - Emergency Manager - Jeremy Gray, jgray@semo.edu, (573) 979-5974
 - Director of the Department of Public Safety – Beth Glaus, baglaus@semo.edu, (573) 651-2963

Provide them the student's name, S0#, and the information the student shared. They will follow-up with that information and take the appropriate action. Each case is unique and will be managed based on the specifics of the case to minimize risk. Monitor official communication from the Dean of Students and Disability Services. Those offices will inform you of student absences as well and if accommodations are needed for students.

- **Hand Hygiene and Respiratory Etiquette**

- Recommend and reinforce [handwashing](#) with soap and water for at least 20 seconds.
 - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.
- Encourage students, faculty, and staff to cover coughs and sneezes with a tissue or use the inside of your elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
 - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.

- **Face Coverings**

- *The wearing of a face covering is a **University** safety requirement under the current conditions **as well as a Cape Girardeau County Emergency Order pursuant to RSMo 192.300**. We hope that through modeling and a positive and encouraging environment, all will do their part. If a student refuses to wear a face covering, it would be handled in the same manner as if they refused to comply with a course requirement or adhere to the Code of Student Conduct. An instructor may ask a student to leave a class and an employee may ask a person to leave a meeting or event if they do not wish to comply with the Face Coverings and Social Distance Guidelines.*
 - *In the event that a student does not comply with this guidance and does not leave the space, faculty/staff should send the student's name and email address or Southeast ID to deanofstudents@semo.edu. If a student refuses to leave a*

*classroom or other University facility upon request, **and/or becomes disruptive**, the Department of Public Safety can be contacted for assistance.*

- Faculty will be provided clear face shields which can be worn **in addition to** a face covering. If a student in the classroom has an approved accommodation from disability services that includes the need to be able to see the faculty members face and lips for better visual interpretation or lip reading, only the clear shield alone or a clear face covering can be worn. Additional safety precautions will need to be put into place such as increasing distancing between the instructor and students.
- Individuals should be frequently reminded not to touch the face covering and to [wash their hands](#) frequently. **Information will be provided to all students, faculty, and staff on [proper use, removal, and washing of cloth face coverings](#).** Signage will be provided throughout each academic building regarding these safe practices.
 - Note: [Cloth face coverings](#) should **not** be placed on:
 - Babies and children younger than 2 years old
 - Anyone who has trouble breathing or is unconscious
 - Anyone who is incapacitated or otherwise unable to remove the cover without assistance
 - [Cloth face coverings](#) are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. [Cloth face coverings](#) are not surgical masks, respirators, or other medical personal protective equipment.
 - **If a person is not able to wear face coverings due to health or ADA concerns, then alternatives must be made available to those individuals. Contact the office of Disability Services at ds@semo.edu or 573-651-5927 for information on how to obtain an exemption. Affected individuals should also consult with their physicians before wearing a face covering.**
- **Signs and Messages**
 - Signage will be placed on classroom doors when possible or posted in designated areas as determined by the EOC Signage Committee.
 - Messaging about behaviors that prevent the spread of COVID-19 will be posted and communicated through the semo.edu/covid19 website, via emails, and in [social media posts](#) in accordance with the [Clery Act](#).
- **Traffic Patterns and Dismissals from Classes**
 - Be sure not to create “choke points” where large numbers of students gather before class to wait or study.
 - Allow students time to enter and exit the classroom and encourage they maintain social distancing when doing so.

- Follow proper guidelines as posted regarding use of elevators
- **Cleaning and Disinfecting**

In a continued effort to minimize risk and prevent the transmission of COVID, Facilities Management has increased cleaning and disinfecting practices. Daily cleaning includes cleaning floors, furniture, restrooms, removing trash, etc. Disinfecting involves following guidelines and protocols to disinfect surfaces such as desks, chairs, work surfaces and high touch points.

 - Disinfecting of all classrooms and auditoriums will be increased. Individual disinfecting schedules will be developed for each room based on the room utilization and schedule. All rooms will be disinfected at least once per day and higher use rooms will be disinfected multiple times throughout the day. Disinfecting schedules will be posted outside of each room. Schedules will state general time in which the rooms will be disinfected. For example, a room that is to be disinfected three times per day, the schedule may state the disinfecting will be mid-morning, early afternoon, and late afternoon based on the utilization and scheduling of classes or meetings in the room.
 - Restrooms will be cleaned daily and disinfected multiple times per day.
 - High touch points in common areas such as light switches, doorknobs, railings, elevator buttons, tops and sides of chairs and tables will be focused on and disinfected multiple times throughout the day.

While Southeast's Facilities Management team will support enhanced disinfecting and cleaning of university facilities, to maintain the highest level of health and safety, we encourage faculty, staff, and students to utilize the disinfecting supplies provided by Facilities Management to disinfect common surfaces (keyboards, phone, mice, desktops, reception counters, door handles, etc.) before and after use.

Each classroom will have an appropriate number of disinfectant spray bottles to accommodate faculty, staff, students, and guests wanting to disinfect the surfaces and spaces they are working in. Hand sanitizer will be available in each classroom, office suits, next to elevators, and near exits of each building.

Facilities Management will continue to monitor and revise disinfecting and cleaning plans per CDC and County Health Center guidelines to minimize risk and support the safety of the students, faculty, staff, and guests.

- **Shared Objects**
 - Discourage sharing of items that are difficult to [clean or disinfect](#).
 - Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible (e.g., assigning each student their own art supplies, lab equipment, computers) or limit use of supplies and equipment by one group of students at a time and [clean and disinfect](#) between use.

- Avoid sharing electronic devices, books, pens, and other learning aids unless thoroughly disinfected between uses.

Keep A Daily Class Attendance Log

Keeping a written record of attendance is a requirement within the faculty handbook. As we resume classes, these records will be more critical. A daily class attendance log of all instructors, students, and visitors must be kept and retained for the semester in case contact tracing is required. Instructors should not pass around a “sign-in” sheet for students. One potential method for recording attendance that is already used by some departments is SupportNet. The sections, days and times, and rosters are already created and available. Information on how to take attendance using SupportNet can be found at: <https://semo.edu/supportnet/supportnet-help/employees.html>

Offices such as the main department offices, college offices, or other offices on campus should also maintain a record of visitors.

Determining How to Best Offer Classes and Minimize Risk

Due to the unique nature of each class offered, we are implementing a tiered structure for deciding how to best reduce the spread of COVID-19. If the class was scheduled as a face-to-face class; we want to do what we can to provide that face-to-face interaction for the students. When considering how to best deliver courses and minimize risk, consider options below in the outlined sequence. All options would still require that face coverings be worn.

Where do you begin to consider what spacing and what the seating capacity is for your room?

- **Square Footage and Estimated Occupancy.** The document at https://semo0-my.sharepoint.com/:x:/g/personal/viceprovost_semo_edu/EaIQSNIt6oVAlu7B0tP7ShsBRsRHyxXW4346iSZILEzXvA?e=a1UBUK includes most sections being offered Fall 2020 along with the room square footage, normal capacity for 25 sq.ft./person, and capacity if allowing 40 sq.ft./person. **Check the roster for the current number of enrolled students and determine if the room has the capacity to accommodate them with social distancing of 40 sq.ft./person.** Due to the layout or type of furniture in some rooms, it may not be possible to attain the proposed capacity from the spreadsheet.
 1. Space seating or seat students to maintain 6ft. of distancing
 - a. If the room has fixed seating or if seating is not/cannot be arranged to promote social distancing, signs should be placed in seats that are not to be used so proper social distancing is maintained.

2. If the number of enrolled students for a course does not allow for proper social distancing, work with your department chair to identify whether another room or lab is available that would allow for proper distancing.
 3. If a room cannot be located that allows for proper distancing, offer the course in a blended or mixed format.
 - a. Blended courses are defined as courses that have consistent scheduled face to face and online meeting times throughout the semester. Standard policies and practices will be used to calculate, code, and offer blended courses.
 - b. Mixed format courses are courses that do not follow our standard definition of face-to-face, blended, or online. They would be a combination of two or more delivery modes. The mixed format could be used to accommodate meeting with only a portion of the class face-to-face at a time. For example, if it is a Tuesday, Thursday class, having half of the class attend the face-to-face session on Tuesday and the other half of the class attend only Thursday. For a class in which the same hands-on materials needed to be delivered to the students, the same lesson could be presented to the Tuesday group and then the Thursday group. The remaining (non- face-to-face) required materials could be delivered asynchronously to the students via remote delivery methods. In all cases, all materials and outcomes for the course would still be required and met.
 - c. **Approval from your department chair and dean will be needed to make the change to a mixed format. Form can be found at <https://app.smartsheet.com/b/form/0b15508e90744a41b2d80494099ef335>**
 4. If the above conditions cannot be met, a course could be offered in a fully online format. This should not be done unless other accommodations to follow safe guidelines cannot be made.
 - a. **Approval from your chair, dean, and provost will be required to convert scheduled face-to-face courses to fully online. <https://app.smartsheet.com/b/form/0b15508e90744a41b2d80494099ef335>**
 - b. The course/faculty member must have been approved through the QM process or Master Template Studio and if it has not, the faculty will need to attend available training prior to August 24th.
 5. If none of the above recommendations will work to successfully deliver instruction or meet outcomes for a particular course, the course could be offered face-to-face with precautions followed per guidelines to minimize risk as much as possible. Notify and work with your department chair to ensure risk is minimized.
- **Instructor Interaction**
 - Maintain safe distancing from the students. An area in the front of the room should be marked off with a minimum of six feet to the student seating.
 - If you must interact closely with students in order to assist or demonstrate concepts, follow precautions outlined in the guidelines such as the use of face covering, hand washing, and regular disinfecting of objects and surfaces to minimize risk.

- Minimize materials that are handed in to you. Utilize the LMS for submission of work if possible. Grade and return materials electronically through the LMS or other means.
- Utilize virtual office hours if office space does not allow maintaining social distancing. Virtual office hours are acceptable and should be communicated in the syllabus.
- Be sure to include instruction on the one-week of online/remote learning post-Thanksgiving break and the week of online final exams.
- Record student attendance (in-person and remote).
- Inform your students of classroom expectations and of any mode of deliver instructions **before** classes begin (no later than August 17th) and review any changes on day one of your class.
- Traffic patterns in and out of the classroom.
 - Dismiss students in small groups and encourage them to maintain social distancing.
 - Request students entering the classroom wait until all have exited and that they maintain proper social distancing while waiting.
- Cleaning and disinfection
 - While Southeast's Facilities Management team will support enhanced disinfecting and cleaning of university facilities, to maintain the highest level of health and safety, we encourage faculty, staff, and students to utilize the disinfecting supplies provided by Facilities Management to disinfect common surfaces (keyboards, phone, mice, desktops, reception counters, door handles, etc.) before and after use.
 - Each classroom will have an appropriate number of disinfectant spray bottles to accommodate faculty, staff, students, and guests wanting to disinfect the surfaces and spaces they are working in. Hand sanitizer will be available in each classroom, office suits, next to elevators, and near exits of each building.
 - For copiers, monitors, and keyboards, please use sani spritz spray (available from Facilities Management) by applying it to a lint-free cloth and gently wiping the equipment. Do not use power towels as they will scratch. Do not spray directly on equipment as it will cause damage.

Syllabus Statements

The following statements should be added to your course syllabi. More detailed information may be needed and can be added for your class(es).

Classroom Guideline for Minimizing the Risk of COVID-19

- Practice social distancing (six feet of spacing), wear facial coverings, and follow proper prevention hygiene, such as washing your hands frequently and using alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available.
- *The wearing of a face covering is a **University** safety requirement under the current conditions **as well as a Cape Girardeau County Emergency Order pursuant to RSMo 192.300**. We hope that through modeling and a positive and encouraging environment, all will do their part. If a student refuses to wear a face covering, it would be handled in the same manner as if they refused to comply with a course requirement or adhere to the Code of Student Conduct. An instructor may ask a student to leave a class and an employee may ask a person to leave a meeting or event if they do not wish to comply with the Face Coverings and Social Distance Guidelines.*
 - *In the event that a student does not comply with this guidance and does not leave the space, faculty/staff should send the student's name and email address or Southeast ID to deanofstudents@semo.edu. If a student refuses to leave a classroom or other University facility upon request, **and/or becomes disruptive**, the Department of Public Safety can be contacted for assistance.*
 - **If you are not able to wear face coverings due to health or ADA concerns, contact the office of Disability Services at ds@semo.edu or 573-651-5927 for information on how to obtain an exemption. Affected individuals should also consult with their physicians before wearing a face covering.**
- Avoid sharing electronic devices, books, pens, and other learning aids unless thoroughly disinfected between users.
- Students are encouraged to clean and disinfect before and after class, any contact surfaces such as chairs, desks, and equipment utilized for the class.
- Appropriate signage will be displayed in the classroom or adjacent areas on protocols to follow that protect our community members during classes. Please become familiar with this information and follow it in our shared community.
- The seating in your classroom may be positioned to maintain social distancing or signs may be posted with seating direction. Do not move seating or signs unless instructed to do so by your instructor.
- Social Distancing minimizes risk. When in buildings, hallways and entering or exiting buildings or classrooms, maintain at least six feet of social distancing space and avoid gathering in groups.
- The week of instruction following Thanksgiving will be delivered completely online. Expectations and any work required are outlined in this syllabus.
- The final exam will be online, and instructions are provided in the final exam section of the syllabus.