

# Emporia State University



## Pandemic Response Protocol Considerations for Fall 2021

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## **Introduction**

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Procedures outlined in this document are intended to provide guidelines for faculty, staff, and students regarding response to COVID-19 and its variants. These guidelines follow recommendations from the Centers for Disease Control and other best practice resources and are likely to continue to evolve as more is learned about COVID-19. The Campus Future Planning Group will continue to monitor the situation on a regular basis and update guidelines, as necessary.

At the time of the writing of this document, the Delta COVID-19 variant is the prominent variant in the Midwest and across the nation. Cases of the variant are rapidly increasing. The purpose of these guidelines is to assist in mitigation of this variant on campus and to provide guidance for certain scenarios. This document is in no way an exhaustive list of the scenarios that may occur. If a scenario is not addressed in this document, an individual should seek out the advice of their direct supervisor.

These procedures are only as good as the implementation. It is important that each stakeholder take their responsibility seriously and is well informed regarding execution of these protocols. Each stakeholder is accountable for staying up to date on expected protocols. Each entity is responsible for implementing those protocols which are applicable to the maximum extent possible.

## **Masks & Social Distancing**

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Emporia State University campus has adopted the Center for Disease Control (CDC) recommended guidelines for masks. Masks (cloth face coverings) will be required in **ALL** indoor spaces on campus and at ESU off-campus locations, including but not limited to PAROC, and indoor athletic events held off-campus. Masks will be required until such time that the University President communicates otherwise.

An atypical classroom is a unique classroom environment where wearing masks is impossible or negatively impacts the ability of students to accomplish specific learning outcomes (music performance classes, life drawing, etc.) For the **atypical classroom** and/or **atypical event**, the individual faculty member or person in charge of the event should work directly with their department chair and respective dean or supervisor (whichever is appropriate) to determine best options for these situations. It is required that the chair or dean collaborate with the Director of Student Wellness Center in these scenarios. Alternative safety measures should then be submitted to the Provost's Office for final approval.

As of the writing of this document, social distancing is not required in classrooms, labs, or other indoor spaces on campus. However, it is recommended that individuals spread themselves out whenever possible. Should the University President and Provost deem social distancing necessary, faculty should work directly with their department chairs and academic deans to

make appropriate arrangements for their respective classroom and lab spaces. Staff should work with their direct supervisors to make necessary modifications to their work environments.

**Note:** Students who are completing practicums, internships or other off-campus related field experiences should follow the guidelines in place within the local area/organization.

## **Instructional Delivery**

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### **Expectation of Mode of Delivery**

The expectation is that courses which were face to face prior to the pandemic will again be face-to-face and remain face-to-face.

### **Instructional Delivery Considerations & Resources**

Instructional designs and strategies for each mode may vary from instructor to instructor. Potential considerations, suggestions and resources have been provided below.

**Note:** Per Provost email communication (May 18, 2020), minimum **utilization of Canvas** (the learning management system), consisting of the following elements, is required for all courses:

- Include faculty contact information
- Include syllabus
- Include any digital texts, documents, videos, etc. (OER resources are especially encouraged)
- Identify any non-digital learning materials
- Use the gradebook (which requires the use of Canvas Assignments)
- Ensure that all materials meet accessibility standards using Blackboard Ally
- Ensure that all materials can be used on multiple devices
- Employ ESU's Quality Assurance Template or an existing course shell (see below)

Faculty should determine whether all students in the course have access to technologies which allow them to participate in Canvas.

Further, there is an expectation that a **course template or course shell** will be used in Canvas. ESU's Quality Assurance Template, available on Canvas Commons, will be the best way for most faculty members to meet this requirement. It provides a consistent format that meets basic Quality Matters standards. Learning Technologies can install the Quality Assurance Template, adapt it for the user, and even customize it to meet the needs of specific departments and programs.

As an alternative, experienced online instructors may elect to continue using existing course shells that work well, but they are encouraged to consider adopting the Quality Assurance Template considering its advantages.

Consideration should be given to establishing a **designated seating chart** and **taking regular class attendance** for the purposes of assisting public health with contact tracing should that become necessary.

Faculty might consider moving class outdoors. Note: There is dedicated space on the Kellogg Circle lawn for classes. Faculty may contact the Dean of University Libraries and Archives to reserve space. Faculty should ensure any alternate course location is accessible for all students enrolled in the course.

Some faculty and students may need a **clear mask** (NOT a face shield) in certain cases. Requests for these masks for faculty should go through the respective department chair and/or dean. Students will request such masks through SASS.

Faculty should consider use of **lecture capture/live stream** capabilities. While the expectation should be for students to attend courses face-to-face and the live stream option should not be provided to all students as an alternative, faculty should be prepared to provide appropriate adjustments should they be needed for any student (e.g., quarantine, accommodations through SASS, etc.). Note: In some cases, an alternative assignment/activity may be more appropriate than use of lecture capture/live stream. Faculty should use their best judgement in these scenarios as they did pre-pandemic when students experienced an illness-related absence.

## **Other Considerations**

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### **Illness or Quarantine (Student (Student Worker), Staff, or Faculty)**

- If a **student** is missing class due to illness or quarantine, they should contact the Vice President for Student Affairs office [yypsa@emporia.edu](mailto:yypsa@emporia.edu). This office will then reach out to the student's faculty members.
- If a **faculty, staff, or student worker** is ill or must quarantine, they should report their absence as they would in any other situation.

### **Accommodations for Students and Faculty/Staff**

- Request for **student** accommodations must go through Student Accessibility and Support Services (SASS).
- Request for **faculty/staff** accommodations must go through Human Resources.
- Note: COVID related accommodations and adjustments approved during the 2020-2021 academic year are no longer in place.
- **Be prepared that some students may still require remote attendance for face-to-face courses.** On very rare occasions, a student may receive SASS accommodations for remote classes or the ability to attend and participate in the course without being physically present.
- **Reach out to the Office of Student Affairs or SASS if you encounter a situation you are not sure how to address.** Faculty members are urged to contact SASS for guidance and

support if they are unsure how to accommodate a student. Faculty members can also refer students to Student Affairs. To contact the Office of Student Affairs, email [vpsa@emporia.edu](mailto:vpsa@emporia.edu) or call 620-341-5269. To contact SASS, email [sass@emporia.edu](mailto:sass@emporia.edu) or call 620-341-6637.

### **Faculty, Staff, and Student Health and Privacy**

- **Self-assess each day prior to coming to campus and do not come to campus if you feel ill or have been exposed.** Faculty and staff are asked to self-assess. Please do not come to campus if you are feeling ill or have been advised to quarantine. Contact your supervisor following normal call-in procedures. You are also encouraged to contact your health care provider or contact Lyon County Public Health at 620-208-3741. You may also refer to the online tool: <https://www.flinthillshealth.org/covid-19-online-screening-tool/>.
- **Have back-up plans in the event of illness.** As of the writing of this document, if a faculty member is ill or must quarantine, a substitute must be found to cover their course(s). No course should be moved to a remote format (hybrid/online). Departments are encouraged to develop a list of course format adjustments and/or alternative instructors for fall courses if a faculty member becomes ill or quarantined and is unable to continue the established mode of instruction. Department chairs will need to discuss options with their dean. The dean may need to present these alternatives to the Provost for approval should they be necessary.
  - For staff missing work due to quarantine, consideration might be given to the possibility of remote work for the extent of the quarantine period. Any such adjustments should be approved by the appropriate Vice President.
- **Include a policy in your syllabi and verbally encourage students to self-assess and do not physically attend if they feel ill or have been exposed.** Consider including a policy in your syllabi that encourages students to self-assess as to whether they are experiencing symptoms or have been exposed to someone who has received a positive test for COVID-19. Students should be strongly encouraged not to attend the physical class if they are feeling ill or need to be quarantined. Students should also be encouraged to communicate with faculty members about their situation and to call the Student Wellness Center at 620-341-5222. The Student Wellness Center will screen the student by phone and then, as needed, make arrangements for the student to be tested. Students experiencing symptoms should not show up at the Student Wellness Center without calling ahead. Students should also be directed to contact the Vice President of Student Affairs at [vpsa@emporia.edu](mailto:vpsa@emporia.edu) if they are ill (or must quarantine) and will miss class.
- **Encourage students who appear to be exhibiting symptoms to return to their residence and call the Student Wellness Center.** If a student in the classroom appears to be exhibiting symptoms, faculty members are encouraged to discreetly speak to the student about leaving and calling the Student Wellness Center at 620-341-5222.

- **Know that contact tracing will be taken care of and determined by public health professionals.** If a student becomes ill, an investigation will be done by public health professionals with support from on-campus personnel as needed.