

Q&A for Instructors

If you have a question that you don't see answered here, please follow President McConnell's Advice with the restructured COVID website and the live Q&A:

President McConnell on 8-21-20: "If you're wondering what you need to know about the first week of classes, we've cleared our COVID website and put just the stuff you really need right at the top, with easy-to-reach, easy-to-read sections for students, classroom instructors, and employees. **Go [here](#) and find what you need now.**"

And "if you've got COVID questions that you can't find answers to on our website or anywhere else, send them to [COVID Answers and Guidance](#), an email address staffed by several dedicated CSU employees and students. They stand ready to help, whether that means directing you to information you couldn't find, connecting you with a specific person or office, or just steering you in the right direction. And they will try to reply to all emails within one business day of receipt." --President McConnell

Q1: What if, as an instructor, I need a work adjustment?

A: Any instructor or staff member who needs to apply for a temporary work adjustment (<https://covidrecovery.colostate.edu/temporary-work-adjustments-for-faculty-and-staff/>) may do so through the Office of Equal Opportunity and Human Resources.

Under state executive and public health orders, employees who are deemed "vulnerable individuals" (also referred to as "people at risk of severe illness from COVID-19") are not required to work in-person. Vulnerable individuals are defined as someone who is:

- 65 years and older
- Has a chronic lung disease or moderate to severe asthma
- Has serious heart conditions
- Is immunocompromised
- Is pregnant
- Is determined to be high risk by a licensed healthcare provide.

Vulnerable individuals may request a temporary work adjustment through CSU's Office of Equal Opportunity. Those who live with or are the primary caretaker for a vulnerable individual may request a temporary work adjustment, which will be submitted to Office of Equal Opportunity and reviewed by CSU's Human Resources. Employees who are impacted by COVID-19 may have leave options available to them created by the Families First Coronavirus Response Act (please visit the HR website, <https://hr.colostate.edu/>).

Q2: If an instructor wants to shift independently from face-to-face to online, can they make this decision?

A: No, please do not make an independent decision on this. Students have registered for classes that they understand will be offered in the manner listed. Talk to your chair or unit leader about strategies moving forward.

Q3: If I'm scheduled to teach face-to-face, should I also be preparing to go online?

A: It happened before and it can happen again. Rather than be surprised and forced to make a sudden shift, it would be better to be prepared. Start prepping your CANVAS shells for a vigorous online transition, which you will need to make for the final two weeks of class anyway.

Q4: What do I do if a student arrives in class without a mask?

A: There is a protocol for how to engage the student. [See the link below for how to have a conversation.]. Please remember that a few students may have accommodations that say they cannot wear a mask. In such cases the student should have documentation from the Student Disability Center. This is a requirement of the ADA guidelines. A shield instead of a mask may be deemed acceptable. Students will have a special sticker on their I.D. cards to indicate their adjustment was provided by the Student Disability Center. In addition, students who do not have any form of face covering should be advised into a remote or online alternative class. Please see these resources:

- Student Disability Center FAQ's Fall 2020
<https://disabilitycenter.colostate.edu/faqs/#1592937644387-018cc276-b95f>.
- Script for Academic Faculty Around Student Face Coverings
<https://oeo.colostate.edu/media/sites/160/2020/08/Script-for-Academic-Faculty-around-face-coverings-and-students-in-class.pdf>

Q5: Are people on campus required to wear masks even when walking around outside?

A: Yes, you should wear a mask everywhere except in your own office. Remember that you must do daily symptom checking every day you will be present (<https://covidrecovery.colostate.edu/daily-symptom-checker/>).

Q6: Am I supposed to clean up my classroom?

A: No, you are not responsible for cleaning any rooms. You should clean up your own immediate area of teaching, such as the podium, utilizing disinfectant to wipe down any surface you came in contact with. Students should do the same, and you are encouraged to set up a simple, daily protocol for students to follow.

Q7: There's a ceiling fan in my classroom/lab. Should I turn it on or leave it off?

A: Turn it off or ask facilities to do so.

Q8: Can we obtain syllabus information? Instructors want to put detailed information about the expectations for their courses AND the consequences for noncompliance with university expectations into their syllabi.

A: Here is some approved Syllabus Language:

Important information for students: All students should fill out a student-specific symptom checker each day before coming to class (<https://covidrecovery.colostate.edu/daily-symptom-checker/>).

In addition, please utilize the symptom checker to report symptoms, if you have a positive test, or exposed to a known COVID contact. If you know or believe you have been exposed or are symptomatic, it is important for the health of yourself and others that you report it through this checker. You will not be in trouble or penalized in any way for reporting. If you report symptoms or a positive test, you will receive immediate instructions on what to do and CSU's Public Health Office will be notified. Once notified, that office will contact you and most likely conduct contact tracing, initiate any necessary public health requirements and/or recommendations and notify you if you need to take any steps.

For the latest information about the University's response, please visit the CSU COVID-19 site (<https://covidrecovery.colostate.edu/>).

Q9: Are INSTRUCTORS required to use seating charts?

A: Students should sit in assigned seats throughout the duration of the course. This allows the university to do contact tracing effectively. Here's a link to seating charts: <https://covidrecovery.colostate.edu/seating-charts/>

Q10: How do students know how close to sit?

A: Facilities is marking off General Assignment classrooms regarding where to sit. Classroom furniture has been arranged with physical distancing in mind and should not be moved.

Q11: Are instructors responsible for moving furniture and making sure all seats are 6 feet apart in their classrooms?

A: No, this is facilities' responsibility and will be taken care of before classes begin. Instructors should not move furniture once it has been situated and marked nor should they post their own signage.

Q12: If tape on the floor indicating spacing for chairs peels off, who is responsible for replacing it?

A: Contact facilities.

Q13: Instructors need to be supported with regard to the mode of delivery of their courses. According to the university website, there are three modes of delivery for courses and these are also found on Ramweb. Students are expected to follow the mode of delivery listed. The student perception may be that the student gets to choose the mode of delivery. (I would like course X to be on-line, but it is listed at hybrid. How do I get the on-line version?) Are instructors required to provide students an alternative mode of delivery if they ask for it?

A: Students who would like a different delivery approach can be directed to their program lead, department chair, or advisor in order to identify an alternative class. This may be a section of the current course that is offered in a different platform or a completely new class that meets the student's needs or preferences. Short-term arrangements can be made for students who are briefly ill or away, just as you generally do, but students who simply wish for an online option when they've signed up for face to face (f2f) instruction will not be accommodated. If a course is f2f and required for their major or program and that course cannot be taken unless the instructor shifts delivery modes, the student should work with the department chair, undergraduate studies chair, program chair, or an academic advisor to obtain an alternative schedule or an exception to advising. Some degree of delay in getting specific classes should be expected under the current circumstances.

Q14: Where can students go between face-to-face classes and online classes on campus?

A: Students will have access to study areas, the Lory Student Center, Morgan Library and other university spaces, within public health guidance restrictions on building capacity. Many outdoor spaces on campus also provide Wi-Fi access.

Q15: Does a single case in a classroom mean that the entire class must quarantine?

A: Probably not unless there was reason to think that many people were in closer than desirable proximity to the student who has tested positive. The classroom would be thoroughly cleaned before class is resumed. We will follow the advice of our public health team on the specifics of contact tracing.

Q16: When I attended the Town Hall on Monday, Aug 17, I believe I heard that instructors will NOT be notified if someone in their class tested positive for COVID. I understand that there are privacy issues and I agree that we do not need to be told the student(s)' name(s);

we could just be told that there were (N) positive cases in (class number). I think that all students in the class should be told too. I realize that there can be capacity issues for testing everyone, in addition to the privacy issues, and that they do not want students/instructors to panic, but I do think we need to know and be tested.

Each case situation is carefully evaluated by the public health officials. In some situations, there is no notification of instructors due to no exposures. The instructor would receive a notification from the public health offices if there was an exposure or risk involved. If in doubt, public health personnel will notify as well. This is why a seating chart is very important with quick access to phone numbers. In such cases, the instructor is key in assisting with that process and public health would be in discussion with them. They would be informed of a case or cases, and those involved, including other students, will as well. The test-positive student would have to communicate with their instructor if they have to miss class.

Q17: If a student tests positive, it is highly likely that they will tell other classmates. How does an instructor respond to a student who says "My classmate or lab mate tested positive, and I don't feel comfortable coming to class?"

A: Reassure the concerned student that contact tracing follows any positive test. Instructors and students will be contacted by a public health professional with instructions on how to self-quarantine, etc.

Q18: If a student tells an instructor that they tested positive, can the instructor ask when they tested positive (i.e., help the student plan for how long they need to be remote)?

A: This is not necessary and may constitute a privacy violation. The instructor will be notified by a public health official for contact tracing, etc. if a positive case is identified. Instructors should not expect to be given names of students who test positive. Students should discuss their situation with student case management if they wish to obtain class assistance such as extensions to due dates.

Q19: If a student/instructor reports symptoms/positive cases, can department chairs be notified? The department chairs feel that they are responsible for their spaces and not knowing does not allow them to manage their units effectively in the pandemic.

A: They will be notified by the public health official.

Q20: Which is the most comprehensive, accurate and up to date website to point students and instructors to?

A: For students: learning and academic interactions

<https://covidrecovery.colostate.edu/learning-and-academic-interactions/>

B. For faculty: information for instructors and staff interactions

<https://covidrecovery.colostate.edu/living-and-learning/covid-19-information-for-faculty-and-staff/>

Q21: Where can I find additional answers to my questions? See the Provost's FAQ document called "FIRST DAY OF CLASSES: FAQs FOR INSTRUCTORS" in the Faculty Council Library of Essential Documents, which contains a variety of materials.

Q22: How do I suggest a change or addition to this Q&A list?

A: Please email Amy Barkley (amy.barkley@colostate.edu).