

A guidesheet for instructors dealing with COVID-concerns in the classroom

1. What if a student tells you they have COVID?

- a. Do all of the following:
 - i. Direct the student to contact Police and Public Safety at 309-794-7711, because that phone call triggers contact tracing.
 - ii. Contact Michelle Mason the Contact Tracing Coordinator, at michellemason@augustana.edu, to ensure that if the student doesn't follow up with Public Safety, the college is aware and follow-up can occur, including contact tracing.
 - iii. You should receive a Starfish notice indicating the student is excused from class.

***If the student got the test at Augustana, the above steps should have already been completed.

- iv. Tell the student to stay home and not come to class until they are cleared to do so by their case manager or member of the College's contact tracing team. The amount of class a student misses will vary by individual circumstance, and the instructor will get a Starfish email indicating the date the student can return to class. Allow the student to make-up their absences and work per your syllabus policies.

2. What if a student tells you they are "sick"?

- a. Send them [here](#).
 - i. You could send them an email such as this: "I am sorry you are not feeling well. Please call Public Safety at 309-794-7711 and visit [this link](#) for instructions on seeking medical advice and/or for help on scheduling a COVID test. Please take care of yourself, and let me know when you are feeling well again so we can figure out a plan. Please rest up and do not return to class until you no longer have symptoms and are feeling better or have been given guidance by a medical professional."
- b. Faculty cannot request "proof" of a COVID test per legal restrictions/HIPAA.

3. What if a student tells you they are sick but it is "non-COVID related" so they are not coming to class?

- a. Faculty cannot request "proof" of a COVID test per legal restrictions/HIPAA. Given that, the instructor can follow their normal "sick" policy with regard to their attendance / make-up work policies. Instructors can give guidance such as "I am glad you are taking care of yourself. It is a good idea to still contact Public Safety at 309-794-7711 for guidance."

4. What if a student tells you they are sick but it is "non-COVID related" so they ARE coming to class?

- a. Faculty cannot request "proof" of a COVID test per legal restrictions/HIPAA. Given that, best practices are that you recommend to the student that they seek

the advice of a medical professional and do not attend class until they have received and followed that advice.

- b. Also, raise the “Health Concern” via Starfish.

5. How do I know if a student actually takes a COVID test if they are sick?

- a. Faculty will not be able to know this per legal restrictions/HIPAA.

6. What type of COVID tests are students getting at the Augustana clinic, and how long should I expect those results to take?

- a. Currently, symptomatic students receive the PCR test and receive results in 2-7 days. Surveillance testing students are administered a rapid test that yields results in as little as 15 minutes.

7. I’ve been notified that one of my students is not allowed to come to class because they have not met the COVID mitigation requirement, but they physically show up to class anyway? How do I treat those absences?

- a. Instruct the student that you’ve received a notice from the Dean of Students that they are not allowed into class and that they have to leave the building. If the student says differently, tell them you can discuss it via email later. If the student does not comply, call the Campus Safety Emergency line (309-794-7711).
- b. After class, inform the Dean of Students Office that the student attempted to come to class with a phone call (309-794-7533) and fill out the Reporting Concerns with Compliance Form
- c. Students in this situation receive a notice that states, “the college will not provide remote learning opportunities to students who are prohibited from being in the classroom due to their failure to participate in testing. As a reminder, individual faculty members set their own attendance policies. Therefore, students should review their course syllabi and/or consult with their faculty members to understand the penalties for missed classes in each of their courses. Similarly, students should consult with their faculty if they have questions about their course policies for students' ability to submit assignments or make up work when absent from class.”
- d. Faculty should apply their established attendance policies in this particular matter.

8. What if other students in the class are concerned that another student is coughing and sneezing and/or uncomfortable being in a group with someone who has not been vaccinated (in the case that the unvaccinated student willingly shares that information)?

- a. Regarding the student who was concerned, best practices would be to listen to their concerns and inform them that you will follow up with the student. Ask them what other actions might make them feel more comfortable. Faculty can make decisions about group changes at the course level to best serve the students and

their pedagogical goals. Faculty can reach out to Academic Affairs if a situation arises you wish to talk about.

- b. Regarding the student who was coughing or shared they hadn't been vaccinated, either:
 - i. Speak with the student directly. Best practice is to say or email something like "I noticed in class today that you might not be feeling well. I wanted to check-in and see how you are doing. If you are experiencing symptoms of COVID and haven't already called Public Safety please do so at 309-794-7711 and visit [this link](#) for instructions on seeking medical advice and/or for help on scheduling a COVID test.
 - ii. Raise a "Health Concern" Starfish flag. Each flag resolution is handled based on the set of circumstances identified within the flag. You will know that it has been addressed when the flag is cleared or you receive a note.

9. If I have a COVID health concern about a student, can I raise a Starfish flag? If I do, what steps will be taken and how will I know that my concern has been addressed?

- a. Yes, you can raise a "Health Concern" Starfish flag, and also follow the guidance above for communicating with ill students including encouraging them to call Public Safety at 309-794-7711.
- b. Each flag resolution is handled based on the set of circumstances identified within the flag and are usually assigned within 24 hours of being raised. A flag raiser can always review a flag they have raised to see if it has been assigned. If it has not been assigned and the student will be coming to your class again and you need guidance, contact Laura Schnack.
- c. If the health concern is regarding possible COVID-related symptoms, the flag is assigned to the lead contact tracer on call for appropriate follow up. The contact tracing team responds to calls during normal business hours.
- d. You will know that it has been addressed when the flag is cleared or you receive a note. As with all health related concerns, individual faculty will not be alerted as to the specifics of a flag resolution to protect the privacy of the student, but the goal is for there to be some notes to indicate action has been taken.
- e. As has always been the case, if a Health Concern is urgent (i.e. there is a concern that the student is a danger to themselves or others) the Dean of Students Office or Public Safety should be contacted by phone rather than raising a flag.

10. What if a student continues to cough and sneeze in the classroom? Can I say something to them? What should I say? What can I say?

- a. We can treat this like we would before COVID. We might say or email, "If you are coughing and sneezing because you might be feeling ill, please go home and rest for your well-being and safety and that of others. Please call Public Safety at 309-794-7711 and visit [this link](#) for instructions on seeking medical advice and/or for help on scheduling a COVID test."

11. What if a student wants to drink or eat in the classroom?

- a. This is at the discretion of the individual instructor. If a student says they should be allowed to eat and drink because other instructors allow them to, you can tell them that there are different ground rules in different classes. If the student is disruptive about it, you can direct the student to leave the class and report their non-compliance, as well as call the Campus Safety (309-794-7711) if necessary.

12. What if my own young child is sick and I have to stay home for several days with them while waiting for COVID results?

- a. For these cases, please work with your department chair who has been instructed by Academic Affairs to do what you have to do to make it work. For example, move online, find someone to cover your class, or do what you would have done before pre-pandemic if a faculty member had to be absent for a week. You can also reach out to the Division Chair.

13. Now that I am in the classroom, what if I am not comfortable with the amount of space in it?

- a. You can speak to your Department Chair and the Registrar's Office to see if alternative rooms are available. If there are none available, work with your department chair to develop a reasonable alternative.

14. What if a student will not wear a mask in your classroom?

- a. Politely and discretely remind them about the required campus protocols, and doing so is part of the governor's mandate.
- b. If the student does not comply, direct the student to leave the class, then report the non-compliant behavior to the Dean of Students Office using the Reporting Concerns with Compliance Form.
- c. Should a non-compliant student be unwilling to follow Augustana's public health guidelines and refuse to exit the classroom, faculty may end the class and dismiss students. The incident should be reported to the Dean of Students Office.
- d. The faculty member should also report any such incidents to their department chair so they are informed and communicate to students any changes to the syllabus schedule that may be necessary due to missing a class session.
- e. If a non-compliant student becomes disruptive to the point of the faculty member or fellow students feeling threatened, call Campus Safety Emergency line (309-794-7711).