

Resources for All Instructors and Guidance for In-person Teaching – Fall 2020

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What to put in your syllabus:

It is important that your students know how the semester will go, and the best place for them to find that information is your syllabus. Students should know before the beginning of classes what your requirements are (academic and behavioral) and what the consequences are for breaching those expectations. The [Teaching Continuity](#) website features some [example language](#) that you can use to let your students know what to expect.

Classroom Environment

Here is a short description of what instructors can expect if they are teaching in-person during the semester. More information about classroom facilities can be found on the [Information about Classroom Maintenance](#) page.

- Each classroom will be thoroughly cleaned and disinfected every evening. In addition, there will be cleaning wipes available in each classroom. Please clean your workspace before and after you use it, and ask your students to do the same.
- In or near every classroom there will be extra disposable masks should someone forget theirs.
- Classrooms have been modified so that physical distancing can be observed. Students will sit at least six feet apart, and they will be at least six feet from the instructor. Everyone is expected to wear a mask or other covering over the nose and mouth the entire time that they are in the classroom. The full University [policy](#) on marking and distancing can be found [on the University's policy website](#).
- Some classrooms have been equipped with a plexiglass shield on the podium. Instructors are allowed to take off their masks when speaking from behind the shield.

What to do if someone is not complying with University expectations:

Your classroom is your space, and you have a responsibility to make that space safe for everyone. It is important to establish clear expectations that align with the [University's public health measures](#); the easiest way is by adding them to your syllabus. Here are some ideas and options should someone refuse to comply with University policy:

- If a student is attending class in-person when they are not cleared in SIS or not complying with the masking/distancing rules, please begin by engaging with them or others in the immediate surroundings. HR has created [a helpful infographic](#) on how to approach individuals not wearing masks. We have developed [some scripts](#) you can use to engage students.
- You may also ask the student if they have an approved SDAC accommodation due to a disability-related condition that would prevent them from wearing a mask. If so, you should have received instructions from SDAC by email; if not, please contact SDAC@virginia.edu.
- If an individual is a repeat offender or engages in egregious behavior, please report them using [the Just Report It](#) system.
- You have recourse to a variety of disciplinary options if students do not comply with your expectations:
 - o ask the student to leave the class
 - o cancel the remaining part of the class
 - o reduce a student's grade for noncompliance
 - o discuss other disciplinary actions with your department chair or the dean of students

If at any point you fear for the immediate safety of yourself or others, call the UVA Police [434-924-7166].

What to do if you become sick or have to quarantine yourself:

Despite all of our efforts to keep everyone safe, it is possible that you will become exposed, infected, or ill during the course of the semester. Below are some suggestions on how to prepare in case that happens:

- Please do the [Hoos-Health-check app](#) every day, especially before you come to Grounds. This will remind you to consider your health first, and to stay home and consult a medical professional if you are not well.

- Discuss now with your department chair what protocols will be used should an instructor have to quarantine. It may also be helpful to keep two weeks of notes prepared for your course should someone else have to cover for you while you are ill.
- If at any point you begin to feel ill, please call Employee Health [434-924-2013] immediately. If you are home, do not come on Grounds; if you are on Grounds, please return home.
- If you have been diagnosed as infected or exposed to someone with COVID-19, please call Employee Health. You must stay home for at least 10 days (for isolation if ill) or 14 days (quarantine if exposed), and as per University guidance found on the [Return to Grounds website](#). Please let your department chair or immediate supervisor know that you must quarantine. If you are well, asymptomatic, or have very mild symptoms and you feel able to work, talk with your department chair about the possibility of working from home. They can give you guidance about teaching your course on-line or making alternative arrangements during your quarantine.
- Employee Health has developed a [printable one-pager](#) outlining these steps and some other helpful suggestions.

What to do if a student becomes sick or has to quarantine:

It is also possible your students may be exposed or infected. Here are suggestions of what to do in that situation:

- If a student tells you that they are feeling ill, please ask them to stay home and contact Student Health, [434-924-5362; 434-297-4261 After Hours]. If they hesitate, kindly remind them that they agreed to do so in the social contract that they signed.
- If a student discloses to you that they have been diagnosed with the virus, please call your dean, your school's student affairs dean/director, or the Office of the Dean of Students [434-924-7133].
- Once a student has been diagnosed as being infected with COVID-19, a contact-tracing protocol established by the Virginia Department of Health will be initiated. VDH will contact others who might have been exposed through close and prolonged contact with that student.
- If a student tells you that they have to quarantine, let them know what to expect in terms of participation in your course:
 - o They may transition from in-person to on-line participation during their quarantine if they are well enough to do so.
 - o If not, please make accommodations for the student as you would in any other circumstance when a student is ill.
- If a student who has been in-person in your class becomes ill, you do not need to automatically suspend in-person classes. The classroom is thoroughly cleaned daily and can continue to be used for classes. The current understanding is that the virus spreads primarily through airborne particles and not through touching contaminated surfaces. VDH's contact-tracing protocol will contact those that may have been exposed.

Under no circumstances may you divulge to anyone that a student is ill, except for the Dean (or designee) and the Office of the Dean of Students. This information is protected under the Family Educational Rights & Privacy Act. For additional assistance or consultation, you may contact the Office of the Dean of Students (434-924-7133).

Where to go for more answers:

More information about the University's responses to COVID-19 can be found in the [Return to Grounds FAQ website](#), as well as:

- Human Resources: School's HR Business Partner or email returntogrounds@virginia.edu
- Provost's Office: Maité Brandt-Pearce, vpfa@virginia.edu