

## Faculty Frequently Asked Questions re COVID 19

Before coming to class all students must sign an acknowledgment form verifying that they understand the rules required to take classes at DSC. (The form is part of the Classroom Protocols and you can view it there.) Faculty should review the form with students on the first day, emphasizing the rules and the importance of being forthcoming about any illnesses. Reassure students you will work with them if they must miss class, but it's important not to come to class if they feel ill.

By following our requirements of using masks and distancing in the classrooms you should not be exposed to the virus even if someone in your class tests positive. Per CDC Guidelines, exposure is through “**close contact**” which is defined as being less than 6 feet apart for more than 15 minutes.

Actions to take if . . .

1. A student tells you that they tested positive for COVID.

Direct the student to leave class and not return until cleared. You will notify [CovidHealth@DaytonaState.edu](mailto:CovidHealth@DaytonaState.edu) with the student's name, ID number and exactly what they told you verbally (when tested, for example) or a copy of the email they sent you. Also inform your department chair. (Student will be authorized to return after meeting CDC guidelines; they may be out 10 days or more to meet these guidelines). You will receive an email when the student is cleared.

In the rare case that you learn this information while class is in session, dismiss the class and notify your department chair. The room will be cleaned between classes.

If students have been following safe practices and distancing there should be very minimal risk of exposure. Even so, you should inform the class if a student in the class has tested positive but DO NOT identify the student by name. Federal laws require that we protect the identity of the infected student to the best of our ability, so while students may “figure out” who is missing from class, you cannot use the student's name. You are providing this information to students so they can take proper precautions based on their own behaviors. If you wish, a counselor can attend class with you to make this announcement and answer questions.

The college will notify all the student's instructors when a positive case is identified. Therefore, even if the student doesn't inform you personally you will be notified if there is a positive case in one of your classes. The same is true if the student is a student worker on campus: their supervisor will be informed.

2. A student tells you that they have been exposed to a positive case of COVID.

Direct the student not to return to class until cleared. Notify [CovidHealth@DaytonaState.edu](mailto:CovidHealth@DaytonaState.edu) with the student's name, ID number and exactly what they told you or a copy of the email they sent you. Also inform your department chair. (Student will be told to self-isolate for 14 days or present a negative COVID test administered at least 5 days after exposure).

3. A student tells you that have been exposed to someone who has symptoms and is waiting on a test.

Direct the student not to return to class until their close contact has confirmation of a negative test.

4. A student appears to be sick in class (sneezing, coughing, etc.)

Discuss with the student outside of class – it may be simply allergies causing these symptoms, for example. If very concerned you may direct the student to leave class and not return until cleared. Notify [CovidHealth@DaytonaState.edu](mailto:CovidHealth@DaytonaState.edu) with student's name, ID number and a statement of exactly what you noticed in class. Also inform your department chair.

5. A student tells you that another student has tested positive but isn't revealing this information.

Relay this information to Keith Kennedy, VP of Student Development, with both students' ID numbers and date and time this information was given to you. Do not discuss with the other student.

6. What if a student refuses to wear a mask?

DSC policy is that students must wear a face covering or mask that covers both nose and mouth. DSC has had this requirement since CTE classes resumed in May and there have been no problems with compliance. The rules are conveyed to the student in the acknowledgement form they sign at registration and is designated as "required" for entry on signage in front of all buildings. Advisors tell students who feel they cannot wear a mask that they should take online classes instead.

If a student comes to class without wearing a mask, tell them it is a policy and offer a disposable mask if they do not have one (there is a box in each room). If they refuse, direct them to leave the class until they are willing to wear the mask. You can contact your department chair/designee or Campus Safety to come talk to the student if it appears to be a case of the student not understanding the policy.

If this escalates in any way, including the student refusing to leave the class, you may dismiss the class and report the student to Campus Safety and Judicial Affairs. They will contact the student and handle appropriately. The student will not be able to return to campus without a mask and in some cases may be trespassed from campus.

Students who say they cannot wear a mask for medical reasons should be referred to Counseling and Accessibility Services. This issue is covered in the Student Acknowledgement Form.

7. What work am I obligated to let a student make up? Should that depend on whether the student actually has COVID-19 or not?

Faculty are asked to allow most work to be turned in online so that students who are in isolation but able to work can still keep up with the class. If a student is ill, allow make up work per your normal policy about students who have to miss class because of illness. Faculty should err on the side of allowing make up work under these unusual circumstances. There is no need to require proof of COVID-19 specifically to allow make up work.

8. Who will clean the classrooms between classes and with what products?

Faculty will be asked to spray down the desks and chairs between classes, as they leave the room. Cleaning supplies will be provided in each room with instructions and disposable gloves. The product we use is called Neutra-Dis, a CDC-approved organic product. It can be sprayed on and wiped off, or sprayed on and left to dry. If sprayed on and left to dry it is effective in 10 minutes. Instructions for the use of the cleaners are provided in each classroom. Gloves are not required for this product but are available for faculty who wish to use them. Classes are scheduled such that there are 30 minutes between two classes in the same room, so there is plenty of time to disinfect. All classrooms will be cleaned by custodial staff each night.

9. What is the protocol for moving to Plan B or C, or modifying current offerings to increase online?

- a. If the lab test positivity rate increases to 10% for 7 consecutive days in Volusia County and/or there is a 7-day moving average of 150 new cases per day for 7 days, the COVID task force will assess whether to move to **Plan B, Stage 2**.
- b. If the positivity rate is over 10% for 7 days and/or there is a 7-day moving average of 175 new cases per day for 7 days, the COVID task force will assess whether to move to **Plan B, Stage 3**.
- c. If over 13% for 7 days, the COVID task force will assess whether to move to **Plan C**.

10. What is the source of data used by the College to assess the extent of community spread?

Along with guidance from the CDC, we use the following Department of Health statistics for each county in Florida:

[http://ww11.doh.state.fl.us/comm/\\_partners/covid19\\_report\\_archive/cases-monitoring-and-pui-information/county-report/county\\_reports\\_latest.pdf](http://ww11.doh.state.fl.us/comm/_partners/covid19_report_archive/cases-monitoring-and-pui-information/county-report/county_reports_latest.pdf)

<https://experience.arcgis.com/experience/96dd742462124fa0b38ddedb9b25e429>

11. Will the College alter the schedule for the final few weeks of class after Thanksgiving?

Where possible, faculty may elect to teach the final portion of their class online with the approval of their department chair. (This may not be possible in clock hour programs or where

accrediting bodies govern the amount of f2f time required.) Faculty should make this schedule change clear to students in the syllabus.

12. If teaching a hybrid class, will I need to take sick leave if I am in isolation (awaiting a COVID test after exposure, for example) but still able to work online?
  - a. If the faculty member is able to work from home and teach the hybrid class fully online, they may do so while in isolation. Unless they are unable to fulfill job duties (such as required virtual meetings, virtual office hours and online teaching) they do not need to take sick leave.
  - b. If they would like to take leave and have a substitute teach the f2f portion of their class, that is OK, but no faculty member will be made to substitute in a f2f class for another if they prefer not to do so. (We may need to ask another faculty member to sub in the online portion).
  - c. If the faculty member is unable to work from home because they are ill, they should take sick leave as they normally would. Note, if the faculty member needs sick leave because of COVID, they may be eligible for the Emergency Paid Sick Leave through the Families First Coronavirus Response Act (FFCRA). Please contact Employee Benefits for additional information and guidance.

13. Do the ventilation systems in campus buildings meet CDC guidelines for safety?

Yes, every building meets CDC standards. All building HVAC systems have been adjusted to let in maximum outside air, which is the recommendation from the CDC. Another way to increase air flow is to open the classroom door. If your room doesn't already have one, doorstops are available from Facilities through a request to your department chair.

14. What are the requirements for faculty to explain or enforce safety protocols in the classroom?
  - a. For your records we ask that faculty distribute (virtually or on paper), discuss, and require students to sign or acknowledge the Student Acknowledgement Form on the first day of class. This reinforces the rules and expectations for students in case a compliance issue arises. One suggestion is to use the form the way you normally use a syllabus quiz as the first assignment in the class. The form includes the rules about physical distancing, face coverings that cover both nose and mouth, handwashing and the importance of not coming to class if ill.

- b. Faculty should also direct attention to signage around campus that reinforces the protocols.
  - c. Faculty should encourage students to arrive for class shortly before it starts to avoid congregating in the hallway. They should consider dismissing the class in small groups to reduce congestion.
15. What is the expectation for faculty to help manage student behavior outside of class, such as while walking in the building between classes, going to lunch or taking breaks?

Outside of class it is within a faculty member's authority to remind students of the rules, but not their responsibility to "police" outside areas. Faculty may contact Campus Safety if they witness a group of students gathering, taking off masks while close together, or other violations. Campus Safety officers will make rounds during peak hours to watch for violations.

16. What type of face coverings are required of faculty while in the classroom?

Faculty must wear a mask the entire time they are in the classroom. The only exception is if the faculty member is more than 6 feet from students, and stationary, during which time they may wear a face shield in lieu of a mask. Masks should cover both nose and mouth and must be worn properly. Gaiters or scarves should not be worn in lieu of a mask. Masks or shields must be worn even if the room comes equipped with a plexiglass shield at the podium.

17. Is it ok for students or faculty to remove the mask to eat or drink while in the classroom?

No. Food and drink may not be consumed in classrooms. This is because this practice is difficult to monitor and control, and sometimes people leave it off because they are repeatedly sipping water or eating for a few minutes at a time. Faculty should give breaks in longer classes and allow students to go outside and eat or drink if necessary.