

COVID-19 Update for Faculty (Summer/Fall 2022)

1. Students who test positive for COVID-19 will be asked to contact their faculty directly to let them know that they will miss class. A verification of the report will be sent to faculty by the Dean of Students Office if the student submits the request to the Dean of Students Office.
2. Confirmation that a student is sick will be provided to faculty through the Dean of Students Office. Due to the wide-spread availability of testing, please do not request a medical note from the student, but instead refer them to the Dean of Students Office to fill out the [Absence Request Form](#).
3. If a student in your class tests positive and asks you what they should do, instruct them to self-isolate and call the Spartan Health Center Annex at 757-278-4129 to be directed on next steps. You can also refer them to the [Isolation & Quarantine Calculator Coronavirus](#) for CDC information.
4. What should I tell my students in the class? You should never share the name of the student who is positive. You should tell your students the following:

A student in our class tested COVID-19 positive on mm/dd/yy. Just because they may have been in class does not automatically mean that those of us in class were close contacts. If you have symptoms or develop symptoms, call the Health Center Annex 757-278-4129 to get tested as soon as possible. If you do not have symptoms, it is recommended that you get tested five days after potential exposure. Students who want to get tested should call the Health Center Annex to schedule a test date for the 5th to 7th day from exposure. If you have individual questions, you should email covid@nsu.edu and they will address your specific concerns.
5. What about me? As with all employees, we encourage you to be in contact with your primary care physician if you are experiencing symptoms or believe you are a close contact. Faculty who want to be tested as a result of a positive student in their classroom/lab and are unable to get tested at their PCP office, urgent care, local pharmacy or over the counter tests kits can pick up a home kit from the Student Service Center, Suite 301 (VPSA Office) during business hours. It is important to know that the CDC recommends testing 5-7 days after initial exposure if you are not experiencing any symptoms. So getting tested immediately may not be useful and is not best practice.
6. Please ensure that students enrolled in your courses are aware of your expectations from the first day of class. Make your expectations and course policies clear and accessible to all students, share them in multiple communication formats, and discuss them with your

students. To provide guidance, prevent confusion, and minimize disruptions, please include the following in your syllabi:

- a. Established site/place where all class discussions, chats, and interactions will occur for the class.
- b. Clear delineation of due dates for assignments
- c. Clear policy regarding acceptance of late assignments, including whether there will be penalties for each day.
- d. Clear policy regarding reporting technical or internet access issues and remedies for missed assignments that may result from such issues
- e. Timeline for responding to emails from students.
- f. Clear policy regarding turning on video and audio during live or synchronous sessions.
- g. Clear policy indicating that all virtual discussions/classes will be recorded, posted on Blackboard, and made available to students.
- h. Listing of all resources (equipment, healthcare, mental healthcare, counseling, etc.) available to faculty and students on campus, Blackboard, and NSU website.
- i. Guidelines and protocols for student complaints (i.e., faculty member, department chair, dean, provost).
- j. Clear instructions that any students enrolled in face-to-face classes who wish to participate virtually must provide written permission from the Dean of Students during the first week of the semester stating that they are in quarantine status (the only exception is if the student has tested positive for COVID-19).
- k. Clear grading policies and criteria that take into account “grading with grace” and what that entails.