

# Instructor Return to Class Guidelines

Updated August 13, 2021

## **The health and well-being of our students, instructors, and staff is our top priority.**

The purpose of this document is to give you guidelines and directions as you deliver in-person instruction. With the current and uncertain future of the COVID 19 pandemic, it is important that we follow very specific guidelines until the pandemic ends. With that in mind, you must do the following:

### **At your first class back on Campus:**

- Distribute the Student Health Safety Agreement to all students** as they arrive/enter the classroom. **They should already have received an electronic copy via email prior to coming back to campus.**
  - Ask that they please familiarize themselves with the agreement while they are waiting for class to start.
- Take class attendance.**
- Review your contact information with your class**, even if you have already given them information. We do not want students to have any reason not to stay in touch if they must miss class or need direction.
- Review the Student Health Safety Agreement with the class before beginning any class activity.**
  - **Review line-by-line and, cover Student Expectations.** You must explain how you prefer to stay in contact (telephone, text, email, etc.) with them if they need to communicate with you.
  - **Review the face covering policy.** The exceptions to the requirement to wear a face covering are:
    - While eating or drinking.
    - Individuals exercising or using exercise equipment.
    - Any person who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the face covering without assistance.
    - Any person seeking to communicate with the deaf or hard of hearing and for which the mouth needs to be visible.
    - When temporary removal of the face covering is necessary to secure government or medical services.
    - Persons with health conditions that prohibit wearing a face covering. Nothing in this requirement shall require the use of a face covering by any person for whom doing so would be contrary to his or her health or safety because of a medical condition.
  - **Ask students to sign up for the CVCC emergency alerts here:** <https://cvcc.omnilert.net/subscriber.php>. **This is how important information is shared with students.** They can opt to receive texts or emails depending on their method of signing up.
  - **Explain that students who fail to sign and abide by this agreement will be subject to disciplinary action and may be dismissed from my class without a refund.**
  - **Ask students** if they are clear on the expectations.
  - **Have students print their name, sign and date the agreement.** Please compare your roster to be certain you have an agreement from all students.
    - If a student is absent, make sure you review this with them when they return and have them sign and date.
  - **Maintain the forms for the duration of the in-person class for each student. Please note that Early College and STEM directors will collect these and have them on file for their cohorts.**

### **At all Subsequent Classes:**

- Maintain attendance rosters at each class meeting.**
- Ensure students follow safety protocols and lead by example.**
- If you have any issues or concerns or the students do**, please contact your Associate Vice President and/or the Interim Vice President for Academic and Student Affairs office; and,
- Immediately report any positive or suspected positive cases of COVID for in-person students who recently attended class** to your Associate Vice President. Current CDC/VDH quarantine guidelines will be followed.
- Make instructional accommodations for any student who is unable to attend class in-person.** If the absence is excessive and additional student support is needed, issue an alert using the [Navigate Early Alert system](#).

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## Process for addressing non-compliance with masks or refusal to sign the Student Health Safety Agreement

If a student indicates that they will not sign the agreement or wear a mask without a valid exception, instructors should refer the student to the Dean of Student Success (DSS), Patti Saffioti by completing a **Report of Student Non-Academic Misconduct**. Failure to comply presents a serious or immediate danger to the college community. This is a public health emergency. As such, the student will be suspended pending consideration of the case by the DSS or ultimately the student conduct committee, if necessary.

If a student becomes disruptive, please contact Campus Police at 434-832-7700.

## Process for Reporting COVID-19 Cases and Direct Contact

Student should notify instructors of:

- a positive COVID-19 test,
- direct COVID-19 exposure OR COVID-19 symptoms (if unvaccinated), direct COVID-19 exposure AND COVID-19 symptoms (if vaccinated).

If a student reports either of the above to the instructor, please notify the off-site center director or division AVP (Wallin or Ferguson). The following information needs to be provided with each report:

Student Name

Course Name and Number

Instructor Name

Last date the student was in class or on campus

The attendance roster for the last date the student attended may also be requested, so please be sure and maintain course rosters each time the course meets.

The COVID-19 Task Force will review each case in consultation with the CDC and VDH and the Interim Vice President for Academic and Student Affairs will provide follow-up to impacted students. The Director of Human Resources will provide follow-up to impacted employees.