



# Guidelines for Instructional Faculty Addressing Potential COVID-19 Exposures

CSU Bakersfield Policy

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**Responsible Office:** Faculty Affairs

Provost and Vice

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Affairs

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## General Description

### Purpose:

Guidelines for Instructional Faculty Addressing Potential COVID-19 Exposures

### Definition:

The following guidelines are based on general policy issued by the CSU Chancellor's Office. CSUB-specific contact information has been added to create a resource for instructional faculty who encounter COVID-related issues in the classroom. Faculty must also follow other campus and systemwide policies, new instructions based on the recommendations of local, state, and national public health organizations and other agencies, and guidance from the Centers for Disease Control and Prevention.

### Scope:

Instructional Faculty, Department Chairs, Deans/Associate Deans, **Safety and Risk Management, University Police Department, Office of Student Rights and Responsibilities, Services for Students with Disabilities, Division of Equity, Inclusion, and Compliance, Student Health Services/COVID Case Management**

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## Policy/Procedure

### Guidelines for Instructional Faculty Addressing Potential COVID-19 Exposures

- Provide clear and consistent messages and guidance in your syllabus, on your class LMS/ Canvas site, and in class. Provide regular reminders.

**Guidelines for Instructional Faculty Addressing Potential COVID-19 Exposures**

- Every student and employee who comes to campus must complete the daily CSUB COVID-19 Self-Screening Evaluation and follow the instructions provided.
- Face coverings are required indoors. Inform students where they can get a face covering if they don't have one. Free masks will be made available on a daily basis in each classroom/ instructional space.
- Additional masks are available at the following locations:
  - Office of Safety and Risk Management 8:00 a.m. – 5:00 p.m.
  - Student Union 7:00 a.m. – 10:00 p.m.
  - University Police Department 24 hours a day
  
- If a student is not wearing a mask, remind the student of CSUB and class policies. Make every effort to resolve the issue amicably and de-escalate the discussion.
- If the student refuses to wear a mask:
  - Ask them to leave class until they are prepared to follow the campus policy.
  - Contact Safety and Risk Management to request that a staff member be dispatched to provide information and guidance to the student.
    - Safety and Risk Management
    - During business hours: (661) 654-6320
  - If necessary, give students in the class a 10-15 minute break or dismiss the class for the day to try to resolve the issue.
  - If all other measures have been unsuccessful, follow up with the Office of Student Rights and Responsibilities (OSRR).
    - Jasmine Padilla, Student Conduct Coordinator/OSRR
    - During business hours: (661) 654-2680
    - After hours: [osrr@csub.edu](mailto:osrr@csub.edu)
  
- Students who are unable to wear a face covering due to a medical condition or who need a clear face mask for lip reading should consult Services for Students with Disabilities (SSD).
  - Janice Clausen, Services for Students with Disabilities
  - During business hours: (661) 654-3360
  - After hours: [jclausen@csub.edu](mailto:jclausen@csub.edu)
  
- Faculty who are unable to wear a mask should consult the Division of Equity, Inclusion, and Compliance, the CSUB office that handles faculty accommodations.
  - Marcus Brown, Division of Equity, Inclusion, and Compliance

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- During business hours: (661) 654-2713
- After hours: [mbrown59@csub.edu](mailto:mbrown59@csub.edu)
- Students can see a health professional at Student Health Services (SHS) if they are not feeling well. Students should call ahead and follow SHS's guidance and protocols on how to access health services. Students should not come to campus if they are not feeling well.
  - Student Health Services
  - During business hours: (661) 654-2394
- The campus has a network of health professionals who are there to provide guidance and assistance with COVID-related concerns. Consider adding the phone number for the CSUB COVID Case Management Team to your course syllabus and posting in a prominent location in the classroom.
  - CSUB Case Management Team
  - During business hours: (661) 654-3453
  - After hours:
    - Case Management (661) 654-3453
    - Emergency Manager/UPD (661) 654-2677
- There are specific campus protocols that need to be followed if there has been COVID exposure/illness, including when:
  - A student has been diagnosed with COVID-19.
  - A student has been referred for testing or told by a health care provider that they have a suspected case of COVID-19.
  - A student has come into close contact with someone who has a confirmed case of COVID-19.
  - A student lives with someone who has a confirmed or suspected case of COVID-19.
  - A student has been told to self-isolate or self-quarantine by a medical provider or public health authority.
  - A student reports to you that they meet any of the criteria above.
- Remember, you cannot ask about or discuss students' vaccination status or request proof of vaccination. Some students will have a medical or religious exemption.
- Review and follow the steps faculty and staff should take if there is a reported COVID case.

- Faculty should use their LMS/Canvas site to stay connected with students, communicate clear expectations, and announce any changes in instructional modality and/or course requirements.
- Faculty may need to move subsequent class meetings to a virtual modality until CSUB Case Management clears the class for a return to face-to-face instruction. Faculty must notify their Department Chair if a temporary change in instructional modality is required.
- Student absences due to any self-isolation/quarantine requirement should be handled with care and compassion and in accordance with university policies on student absences.
- Consider recording your lectures to allow a student who must self-isolate to continue to receive instruction.
- If faculty are required to isolate/quarantine due to COVID infection or exposure.
- Follow the campus protocol for reporting a COVID infection/exposure, as soon as possible.
  - CSUB Case Management Team
  - During business hours: (661) 654-3453
  - After hours:
    - Case Management (661) 654-3453
    - Emergency Manager/UPD (661) 654-2677
- If asymptomatic and well enough to teach, faculty may move class periods to virtual modality until cleared to return to campus. The faculty must inform their Department Chair and Dean of the temporary modality change.
- If not well enough to teach or experiencing symptoms, faculty should inform their Department Chair and Dean that they are unable to teach due to illness. The department should make arrangements for the class during this period, as they would do for any instructor who is ill and unable to teach their class.

**Please note that some campus offices may be operating virtually at times during the term.**