

# Quarantine and Isolation Guidelines for Teaching



## What should you do when a student is quarantined or is in isolation?

(rev. 9.13.21)

What should you, as a faculty member, do when students provide information that they have been quarantined or are in isolation?

As a reminder, students who are quarantined have had significant exposure to someone who tested positive. They are not sick or ill, but they will be monitoring their symptoms for the 10-14 days in which they are required to quarantine. Students who are in isolation have tested positive; they may be experiencing symptoms that make it difficult to do the day-to-day work of the class. If students tell you they have tested positive, remind them to inform the University by contacting Jim McGee.

- If the class is online:
  - No special provisions need to be made for the students who are quarantined since they are not ill.
  - Work with the isolated student as you would any other student who is ill and as outlined in your syllabus.
- If the class is multi-modal:
  - Students who are quarantined should attend the class virtually; these students can be held to the same standards as all of the other students who are attending the class virtually.
  - Work with the isolated student as you would any other student who is ill and as outlined in your syllabus.
- If the class is face-to-face:
  - Students who are quarantined or isolated should not attend the class face-to-face. You **may** choose to zoom the class if:
    - You deem the content “zoom friendly.” We recognize that hands-on activities are much more difficult to deliver via zoom than are lectures and discussions.
    - You are zooming only to quarantined or isolated students. Students who enrolled in face-to-face classes signed up for a face-to-face class and expected to attend class in person, so zooming to the entire class should be reserved for exceptional circumstances.
  - Work with the isolated student as you would any other student who is ill and as outlined in your syllabus. The students have an illness that has been documented by the Health Center.

## What should you do when you, as a faculty member, are quarantined or in isolation?

Please notify your department chair and HR if you have tested positive or if you are being required to quarantine. As a reminder, faculty who are in quarantine are not sick or ill but should monitor symptoms during the time they are required to quarantine. Faculty who are in isolation have tested positive. Symptoms may vary from very mild to those that make it difficult or impossible to do the day-to-day work of teaching the class.

- If the class is online:
  - If you are quarantined, do not come to campus but continue to teach online. No other special provisions need to be made since you are quarantined and are not ill.
  - If you have been asked to isolate, you have tested positive, and your symptoms may be mild enough that you can continue to work from home. If your symptoms interfere with your ability to work, however, contact your chair to make arrangements for your course to be covered. Take sick leave, personal leave, or leave without pay for the days on which you have scheduled classes or office hours. If you have no sick leave left, you may request leave from the APSCUF Sick Leave Bank by contacting Jan Walters.
- If the class is multi-modal:
  - If you are quarantined, do not come to campus. Teach the class via zoom or online and inform the students that you will not be teaching face-to-face until the quarantine period is over.
  - If you have been asked to isolate, your symptoms may be mild enough that you can continue to work and teach your class via zoom or online from home. Inform the students that you will not be teaching face-to-face until you test negative, you go 24 hours without a fever, or 10 days have passed since your positive test.
  - If your symptoms interfere with your ability to work, contact your chair to make arrangements for your course to be covered. Take sick leave, personal leave, or leave without pay for the days on which you have scheduled classes or office hours. If you have no sick leave left, you may request leave from the APSCUF Sick Leave Bank by contacting Jan Walters.
- If the class is face-to-face:
  - If you are quarantined, do not come to campus. Talk with your department chair and determine which of the following choices will work best for your class and its content:
    - Teaching the class via zoom or online until you are out of quarantine. You can do this for no more than 20% of the class sessions since 21% is the point at which instruction officially becomes hybrid. Inform the students that you will not be teaching the class face-to-face and provide them instructions for zoom or D2L access.
    - Make arrangements with your chair for your course to be covered. Take sick leave, personal leave, or leave without pay for the days on which you have scheduled classes or office hours. If you have no sick leave left, you may request leave from the APSCUF Sick Leave Bank by contacting Jan Walters.
  - If you have been asked to isolate, your symptoms may be mild enough that you can continue to work. Do not come to campus, but talk with your department chair and determine which of the following choices will work best for your class and its content:
    - Teaching the class via zoom or online until you are out of quarantine. You can do this for no more than 20% of the class sessions since 21% is the point at which instruction officially becomes hybrid. Inform the students that you will not be teaching face-to-face and provide them instructions for zoom or D2L access.
    - Make arrangements with your chair for your course to be covered. Take sick leave, personal leave, or leave without pay for the days on which you have scheduled classes or office hours. If you have no sick leave left, you may request leave from the APSCUF Sick Leave Bank by contacting Jan Walters.
    - If your symptoms interfere with your ability to work, contact your chair to make arrangements for your course to be covered. Take sick leave, personal leave, or leave without pay for the days on which you have scheduled classes or office hours. If you have no sick leave left, you may request leave from the APSCUF Sick Leave Bank by contacting Jan Walters.