Instructor Guide: Fall 2021 Instruction (v. 2.0)

This guide for instructors was prepared by the Office of the Provost, in consultation with a campus-wide working group, and as partial outcome of impact bargaining with collective bargaining units. This guide is drawn from the guide prepared for Fall 2020 and principally pertains to face-to-face (F2F) as well as any hybrid and online courses offered in Fall 2021. We anticipate possible revision of this document as the semester proceeds. The purpose of this guide is to provide a handy source of information and some FAQs that are likely to be useful for instructors. Future upgrades to this document will be posted to the Faculty Online Resource Bank to which all instructors are subscribed in D2L.

Resources:
Saluki Safety Webpage: https://siu.edu/coronavirus/safety.php
SIU Carbondale’s Coronavirus Information Website: https://siu.edu/coronavirus/
COVID-19 Reporting Form: https://siu.edu/coronavirus/reporting.php
Saluki Cares Reporting Form: https://salukicares.siu.edu/form/
Student Rights and Responsibilities: https://srr.siu.edu/
Center for Teaching Excellence: https://cte.siu.edu/
ADA Office: https://ada.siu.edu/
Department of Public Safety: https://dps.siu.edu/
  Non-Emergency: (618) 453-3771
  Emergency: 911

Mask Use: Masks must be worn by all instructors and students upon entering a building for a class, and elsewhere on campus as required.

If students must use University transportation to get to classes, masks must be worn by all individuals in the vehicle during travel.

Instructional Personnel (Faculty, Graduate Instructors, TAs and relevant support staff) serve as role models for our students with respect to following mask requirements.

Procedures for Student Mask Non-Compliance.
Our goal is to implement mask requirements in a professional and non-confrontational manner. We recommend that you prepare for and rehearse professional and non-confrontational strategies in the event that they might be needed when working with non-masked individuals.

- If a student arrives in the classroom without a mask, gently remind the student of the mask requirement.
• If the student has forgotten to bring a mask, the instructor should provide a disposable mask, if available.
• If a disposable mask is not available, or if a mask is available but the student declines to use it, the student should be dismissed from participation in the class until a mask is worn. Please dismiss the student from class in a discreet, sensitive, and professional manner. A report to Saluki Cares should be made to assist the student further.
• If the student declines to leave the class after being dismissed, the class should be dismissed for the day. Please do not engage in debate or confrontation with the student. The instructor should dismiss the class in a professional, non-confrontational fashion. The student should be referred to Saluki Cares and/or Student Rights and Responsibilities to ensure compliance with mask requirements.
• In the event that a student reports a medical or other condition that precludes use of a mask, the student should be discreetly dismissed from the class for the day and referred to the DSS Office for assistance in evaluating reasonable accommodation options.

General Classroom Procedures:
• Students should be encouraged not to congregate immediately outside classrooms, and to wear a mask while waiting for classes to begin.
• If assigned seating is to be used, please announce this at the outset of the first class so that students who may need to sit closer to the screen/board/speaker will be able to select an appropriate seat.
• Instructors are strongly encouraged to end their class sessions at the scheduled time. Students will need sufficient time to leave the classroom and the students and instructor for the next class will need time to prepare their workspaces.
• Students will pick up disinfectant wipes prior to entering the classroom and will wipe down their personal workspace.
• Disinfectant wipes will be available for instructors to wipe down shared equipment (e.g., keyboard, podium). Center for Teaching excellence is coordinating provision of specialized wipes for this purpose.
• Classrooms will be cleaned by Building Services each night and, if possible based on scheduling of the room, an additional time each day.

Specialized Classroom / Laboratory Procedures:
Units with specialized instructional needs (e.g., Automotive Technology, Dental Hygiene, Science Labs, Aviation Flight) are developing specific protocols for cleaning and safety. Please consult with your chair/director regarding protocols that may be in place for your assigned classes.

General Issues:
• Recording of lectures / class sessions: Many instructors have chosen to record or live-stream their lectures as part of their planned approach to assist our students in meeting course goals.
If lecturers / class sessions are to be recorded, instructors should inform students via a syllabus statement (updating the syllabus if needed) that class sessions may (or will) be recorded as part of the planned delivery of the course. An example of a syllabus statement that instructors are free to use or adapt is below (please adapt for your particular situation): All class recordings will become unavailable to students in the class when the course is complete.

The procedure for providing a “view only” / non-downloadable version of the video recording is dependent on how the recording is stored.

- If the recording is stored remotely on a Zoom “cloud” server, it is possible to apply a “view only” setting to the video, then include a link to the view-only video in D2L. Please see the following Zoom support link for information:
  https://support.zoom.us/hc/en-us/articles/205347605#h_ad34260d-2d71-4b539b0f-a72c017d9ade

- If the recording is stored locally, it is possible to transfer the recording into “Microsoft Streams” (part of MS Teams). A link to the view-only video stream is then included in D2L. For information about how to transfer / upload a locally-stored video to Microsoft Stream, please see the following:
  https://docs.microsoft.com/en-us/stream/portal-upload-video

The Center for Teaching Excellence will be able to assist with the process of creating a link to a “stream / view only” video.

- Instructors are encouraged to carefully consider their attendance policies in light of the pandemic, and to be as flexible as is possible in accommodating student needs.
- For students who have a DSS accommodation, DSS ‘cards’ will continue to be sent electronically from students to faculty.

**Frequently Asked Questions (most recent questions are at the top of the list):**

A professor in our unit had a student report that they tested positive for COVID. The professor filled out a COVID reporting form. However, it would seem that the student was likely in class while also being positive with COVID. How should this be handled? Should the professor and students quarantine? Should they all schedule testing?

If all of the students were properly masked the entire time, there is very little chance of the virus being spread between the students. Please continue to hold classes in the same location at the same time as the class. The contact tracers from Jackson County Health Department (JCHD) will work with the positive student to talk to them about their interaction with others for more than 15 minutes without a mask on. Faculty, staff and students will be contacted directly by the JCHD if there is the possibility of exposure. JCHD will provide further direction regarding whether quarantine or isolation is necessary. The instructor does not make the determination regarding
quarantine or isolation or scheduling testing. If the instructor and students have not been contacted, it means there is no reason to believe that they have been exposed. For more information on Saluki Safety, please go to https://siu.edu/coronavirus/safety.php#testing

[added 8/31/2021]

The enrollment in my course increased quite a bit close to the start of the semester. It seems like every seat is taken and the classroom feels like it is tightly packed. Is it possible to switch to a larger classroom, preferably in the same building and same floor?

Yes, it is possible, provided there is an empty classroom that is available at the day and time of your class. Please contact your school director and make the request using a Form 75 that needs to be approved by the school director and college dean. Also, if the classroom gets changed, the instructor needs to ensure each student is informed about the change in venue and place a note on the door of the former classroom [for students who may have missed the information].

[added 8/31/2021]

I have a student who arrived in a mesh-front mask. I could see his mouth through the mesh. As an instructor, am I able to tell a student that their mask choice is not allowed in my class? Is that student able to refuse since they technically do have a mask and are not refusing to wear one completely?

Where the mask is clearly not what was intended by the guidelines, the instructor can advise the student to wear an appropriate mask. The CDC offers guidance on appropriate masks at: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html Also, the student should be offered a disposable mask, if available. If a disposable mask is not available, or if a mask is available but the student declines to use it, the student should be dismissed from participation in the class until a mask is worn. Please dismiss the student from class in a discreet, sensitive, and professional manner. A report to Saluki Cares should be made to assist the student further. If the student declines to leave the class after being dismissed, the class should be dismissed for the day. Please do not engage in debate or confrontation with the student. Dismiss the class in a professional, non-confrontational fashion.

[added 8/31/2021]

How do I get my classroom sectioned off for safe distancing among students in my class for this Fall semester in compliance with the university policy in conjunction with the IDPH and CDC guidelines?

According to the recent guidelines, social distancing is not required in the classrooms. As such, room capacity limits and spaced seating are not needed at this time. SIU Carbondale requires students, faculty, staff and visitors to campus to wear face coverings in shared indoor spaces (i.e. lobbies, hallways and classrooms) regardless of vaccination status and stringent protocols for cleaning high traffic areas (i.e. offices, classrooms and residence halls) have been established across the university. Please note this means that everyone in any classroom must wear a mask, regardless of the size of the classroom if more than one person is present. Rest assured, SIU is
following CDC and state guidelines and will continue to monitor these guidelines and make adjustments as needed.

[added 8/31/2021]

At what point can faculty move their class to remote teaching?

Where a faculty member tests positive or is instructed to quarantine or isolate, they are advised to contract their School Director for guidance. There is a contingency planning committee that is currently considering potential options/scenarios and will provide additional guidance as it soon as it becomes available.

[added 8/31/2021]

Currently, the SIU policy is mask indoors - when/if that policy becomes voluntary based on vaccine status, can faculty require masks in their campus offices?

In accordance with Illinois Executive Order 2021-20 from the Governor, all individuals who are age two or over and medically able to do so are required to wear a mask indoors. If the Executive Order is modified or rescinded we will revisit this matter at that time.

[added 8/31/2021]

As of yesterday afternoon, there was no update on the Covid-19 dashboard for the number of students who are currently out from COVID. Could you please inform me and/or the campus community where we are? Also, is it with 100% certainty that when a student tests positive that I receive a notification from you?

We update the COVID dashboard every Wednesday, with the numbers provided by SIH. The COVID-19 dashboard (https://siu.edu/coronavirus/dashboard/) reflects the number of positive COVID-19 cases identified through testing of any student, faculty or staff member who makes an appointment to be tested through the Southern Illinois Healthcare-SIU testing process, regardless of county of residence. However, these numbers are not all-inclusive. For example, employees and students who are tested outside of the SIH-SIU process are not included. Visit the Jackson County Health Department for information about cases in the county and what to do if you might have been exposed. Visit the Illinois Department of Public Health for information about total cases statewide and to search for cases by zip code.

[added 8/31/2021]
What is the difference between “Quarantine” and “Isolation”.

An individual is placed in isolation if s/he tests positive for COVID-19. An individual is placed in quarantine if it is determined that s/he has had sufficiently close contact with someone who has tested positive for COVID-19.

What should be done if a student in my class informs me that s/he may have been exposed to someone with COVID-19?

1 The student should be encouraged to fill out the COVID-19 Reporting Form on her/himself, so that contract-tracers are aware of the details of the possible exposure.
2 The faculty member should also fill out the reporting form (identifying the student). This ensures that the contact tracing will proceed.
3 The results of the assessment / contact tracing process will determine whether the student is directed to self-quarantine or quarantine (based on exposure to an affected individual), or to isolate (if the student were to be found to be affected).
4 In the meantime, until the contact tracing assessment can take place, if the student reported that s/he has been directly exposed to someone who has tested positive, that student should not attend class until the concern can be assessed.

What should be done if a student in my class informs me that s/he may have been exposed to someone who is in quarantine (i.e., someone who had close contact with an affected individual but is not her/himself affected)?

If a student has been exposed to someone who is in quarantine there may be no action required, depending on the nature of the contact as determined by contact-tracers. Action might subsequently be required if the person placed in quarantine later tests positive, the student becomes symptomatic, or there is some other variable that led the person to have been directly exposed to the infectious disease.

How will office hours work for Fall 2021?

The number of office hours required has not changed, but instructors, with approval from their appropriate Director and/or Dean, may hold office hours virtually if desired.

If a student in a class tests positive for COVID-19, is the student required to drop the course?

NO.

If a student informs you, as an instructor, about testing positive and being in isolation or being exposed to a positive case and being in quarantine, do not direct them to drop the course. Please work with the student to develop a plan to support the student keeping up with the
course, as we would with any student experiencing an illness or other excused absence. Also ask the student to fill out the COVID-19 reporting form and to contact the Office of the Dean of Students for assistance.

What options are available for students, faculty, and staff for mental health support during the pandemic?

For Students, confidential services are available at Counseling and Psychological Services (CAPS). https://shc.siu.edu/counseling/. Note that CAPS also has a presence within University Housing.

For Students, faculty and staff, confidential services are available at the Clinical Center: https://clinicalcenter.siu.edu/.

For employees, assistance is available through the Employee Assistance Program (EAP). https://hr.siu.edu/_common/documents/prospective-newemployee/benefits/eap/eap.pdf

As noted elsewhere in this document, instructors may also access Saluki Cares to refer a student who may appear to be in need of assistance.

What options are available for a student who may have, for example, a 9:00 – 9:50 online course followed immediately by a 10:00 – 10:50 face to face course?

Students may use public computer labs (which will have wifi access) so that they can be in proximity to their face-to-face class. Morris Library and the Student Center also offer public spaces with WIFI access. Specific Resources for students include those below:

**Morris Library:**
- Hours
- Monday – Thursday: 7:30am -11:00pm
- Friday: 7:30am-6:00pm
- Saturday: 10am – 6pm,
- Sunday: 12:00pm – 11pm.

[updated 8/31/2021]

What’s available:
- 50 study spaces on the first floor. Students may use this space to study or zoom in to their online classes.
- 14 computers and 1 printer in room 139 arranged for safe social distancing.
- Writing center will open August 30th by appointment only contact write@siu.edu
- Center for Learning Support Services Tutoring will be done in person, but services will be provided virtual upon request contact tutoring@siu.edu
Updated 8/31/2021

**Access to computers – other than in the library:**
Faner 1025
Monday – Thursday: 8:00am – 9:00pm
Friday: 8:00am – 5:00pm
Saturday & Sunday – Closed

**Access to Wi-Fi and quiet study space:**
Student Center
Monday -Friday: 7:00am – 10:00pm
Saturday: 10:00am – 10:00pm
Sunday: 2:00pm – 8:00pm

**SalukiTech Help**

**What happens if a student is uncomfortable participating in a face-to-face component of a course?**

If the student indicates a medical concern, please refer the student to the ADA office.

Instructors are encouraged to highlight the steps that have been taken to create a safe teaching or lab environment, perhaps providing examples of the approved safety protocols that are in place. In the event that a student determines that s/he does not wish to take the course in the face-to-face modality, the student should be encouraged to contact an academic advisor for assistance. It may be that other course options could be considered to meet the student’s needs for the Fall semester.

Note that for some courses, it may be possible for an instructor to adjust a face-to-face instructional requirement to accommodate a student’s concern. For example, an instructor might allow for a scheduled face-to-face presentation be delivered remotely, or as a video submission. Deciding to make such an adjustment would be at the discretion of the instructor.

**What will happen if a student in my class is diagnosed with COVID-19 or is ordered to self-quarantine?**

You will not be provided specific information about any student’s health status or isolation / quarantine status. In keeping with existing procedures, you will be notified by the Dean of Students office if a student will not be in class for a period of time. You will also be notified of the student’s expected return to class, contingent on this information being provided to the University by the Health Department. Upon the student’s return to class you can ask that the student provide documentation affirming that they are able to attend class in person.
How will students who must isolate or quarantine keep up with classes?

As is the case for any student who is not able to attend class because of illness or other excused absence, we will work with students to develop flexible, appropriate plans for them to keep up with their courses. The Dean of Students office may reach out to you to discuss options for assisting students in this regard. We recommend and encourage instructors to exercise flexibility, balancing sound pedagogical practice with safety and understanding of individual students’ given circumstances.

Please know that the Dean of Students is managing this entire process individually in order to limit sharing of confidential information. The Dean of Students will provide information available to her. If instructors need assistance with obtaining additional information pertaining to, e.g., the section number in which a student is enrolled, please work with your chair/director to obtain the additional information. Please do not request follow-up information from the Dean of Students. Your patience and understanding is appreciated.

Will online tutoring be available to students?

YES! Please contact Learning Support Services (https://clss.siu.edu/tutoring/), and program-specific tutoring is available for some academic programs. Students can also be referred to their academic advisors for assistance.

Must Instructors wear masks while they are lecturing / teaching?

YES! All individuals in the classroom must wear a mask, even if social distancing greater than 6 feet can be achieved.

What can I do to be heard / understood better while teaching in a mask?

The University has a limited number of microphones available for check-out. Please contact the Center for Teaching Excellence.

What if I have a student who is registered in the wrong section, and cannot access D2L because of it?

A registration adjustment can be made to correct this situation. Students should be referred to their academic advisor, for assistance.

When should I use the COVID-19 Incident Reporting Form?

The reporting form was designed to allow for confidential reporting of individuals who might be
experiencing COVID-19 symptoms, so that the individual can be provided referral and assistance as might be appropriate. You might consider submitting the form if: a) a student discloses that s/he is experiencing symptoms; b) student reports having been in close proximity to an affected individual; c) student is unexpectedly present in class after instructor has been notified that the student will not be attending class for a period of time. In general, if an instructor has concerns about the health status of a student, or fellow employees, the form should be used.

What will the rules and procedures be for INC grades and withdrawals from courses?

Our usual rules and procedures for withdrawal and INC grades will be in place for Fall 2020 semester. However, we do recommend and encourage instructors to apply as much flexibility as they are able as they assist students in navigating the semester.

If a student experiences a disruption in my class, how do I determine what grade to give (INC, W, WF, etc.)?

Specific situations may vary appreciably. Please consult with your chair/director for assistance in managing grading questions.

Where can I find assistance to support effective online / hybrid teaching?

A variety of excellent resources are available through the Center for Teaching Excellence.

How do I manage administration of exams during Fall 2021?

Exams will be conducted in the usual and customary format prior to the pandemic.
SIUC has been working hard to put into place a flexible, responsive plan that allows us to return to face-to-face instruction where possible, and that minimizes risk as much as is possible for students, faculty and staff. The University’s current COVID safety precautions are in line with guidelines from the Centers for Disease Control (CDC) and Illinois Department of Public Health (IDPH). The practices for Fall 2021 (which have evolved over time) are summarized on the Coronavirus Information website (https://siu.edu/coronavirus/). SIUC will continue to monitor these guidelines and make adjustments as needed. Below is a summary of some of the information provided on the website. As we are continuously updating our COVID-19 website with new information, we encourage you to visit it often.

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COVID-19 Testing

- **Students with symptoms:**
  Call 618-453-3311 to schedule an appointment with the Student Health Center.

- **Students without symptoms:**
  Appointments can be scheduled on-line or by phone. Register for an on-campus or drive-through
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appointment.

- **Faculty and staff, regardless of symptoms:**
  Drive-through appointments can be scheduled on-line or by phone. Register for an on-campus or drive-through appointment.

**COVID-19 Dashboard**

The COVID-19 dashboards ([https://siu.edu/coronavirus/dashboard/](https://siu.edu/coronavirus/dashboard/)) reflect the number of positive COVID-19 cases identified through testing of any student, faculty or staff member who makes an appointment to be tested through the Southern Illinois Healthcare-SIU testing process, regardless of county of residence. A positive case does not necessarily indicate that the individual has exposed others on campus. Also, these numbers are not all-inclusive. For example, employees and students who are tested outside of the SIH-SIU process are not included. Visit the [Jackson County Health Department](https://siu.edu/coronavirus/dashboard/) for information about cases in the county and what to do if you might have been exposed. Visit the [Illinois Department of Public Health](https://siu.edu/coronavirus/dashboard/) for information about total cases statewide and to search for cases by zip code.

**Saluki Safety**

Saluki Safety protocols are based on the recommendations of multiple health agencies and the state’s [Restore Illinois](https://siu.edu/coronavirus/dashboard/) plan, and they are subject to change as new information and guidance are available. SIU Carbondale’s first priority is to ensure that our students, faculty and staff stay safe, whether they are in the classroom, a lab, an office or a residence hall.

- **Face coverings/masks:** We require everyone on campus to wear masks in shared indoor spaces (i.e. lobbies, hallways restrooms, and classrooms) regardless of vaccination status. Protect yourself and others by wearing a face covering.

- **Social distancing:** Currently, social distancing is not required in the classrooms. The Centers for Disease Control and Prevention (CDC) recommends social distancing, which is maintaining a distance of 6 feet between individuals, as a prevention strategy for people who are not fully vaccinated or have weakened immune systems.

- **Cleaning protocols:** Stringent protocols for cleaning high-touch, high traffic areas (i.e. offices, classrooms and residence halls) have been established across the university. Also, we have stocked up on specialized cleaning supplies (i.e. disinfectants, wipes, hand sanitizer and more). You can request cleaning supplies at [https://siu.edu/coronavirus/supplies.php](https://siu.edu/coronavirus/supplies.php).

- **Testing and tracing:** The University works with the Jackson County Health Department (JCHD) and Southern Illinois Healthcare on testing and tracing. JCHD tracing personnel work with individuals who test positive for COVID-19. Contact tracers will request information regarding recent contacts and may also reach out to supervisors who maintain schedules, course instructors who maintain attendance records and others. All faculty, staff, and students are required to comply with contact tracing protocols. Faculty, staff and students will be contacted directly by the JCHD if there is the possibility of exposure. JCHD will provide further direction regarding whether quarantine or isolation is necessary. If you have not been contacted, it means there is no reason to believe that you have been exposed.
Isolation and quarantine: Individuals who need to be isolated or quarantined will be notified by the health department. Separate isolation rooms are set aside for students who live on campus; health care, meal delivery and classroom support will be provided.

Your responsibility: Each one of us can take simple steps to protect ourselves and each other: wear a mask if you are not fully vaccinated, practice social distancing, wash your hands, avoid gatherings, know the symptoms and take action if you have them. Keep yourself and the Saluki community safe!

COVID Reporting

Reporting COVID-19 cases and possible exposure

SIU Carbondale encourages the reporting of confirmed and suspected cases of COVID-19 among students, faculty and staff. The faculty member should fill out the reporting form (identifying the student) to ensures that the contact tracing will proceed. You can access the form here https://siu.edu/coronavirus/reporting.php

When the Dean of Students is notified through our COVID reporting form or we hear from the Jackson County Health Department that we need to quarantine a student or isolate a student, we do so immediately. If a student is quarantined (has been in close contact with a person who tested positive for COVID-19 for more than 15 minutes without a mask on) they are told not to leave their residence/room until JCHD releases them. If they live on campus in one of our residence halls-they stay in their room and we deliver meals. If a student does test positive for COVID-19 they are isolated and moved into another residence hall that is not occupied by any other students (but students) who also tested positive for COVID. They are not released until JCHD has contact traced everyone they have been in contact with for more than 15 minutes without a face mask. We as a University work well with Jackson County Health Department and their contact tracers.

Privacy

The university has an obligation to protect the privacy of individuals who have been diagnosed or exposed, including those who are part of the contact tracing process. Please remember to honor this commitment to privacy for those who contract the virus.