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](https://siu.edu/coronavirus/safety.php)

SIU Carbondale’s Coronavirus Information Website: [https://siu.edu/coronavirus/](https://siu.edu/coronavirus/)

COVID-19 Reporting Form: [https://siu.edu/coronavirus/reporting.php](https://siu.edu/coronavirus/reporting.php)

Saluki Cares Reporting Form: [https://salukicares.siu.edu/form/](https://salukicares.siu.edu/form/)

Student Rights and Responsibilities: [https://srr.siu.edu/](https://srr.siu.edu/)

Center for Teaching Excellence: [https://cte.siu.edu/](https://cte.siu.edu/)

ADA Office: [https://ada.siu.edu/](https://ada.siu.edu/)

Department of Public Safety: [https://dps.siu.edu/](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-2d71-4b539b0fa72c017d9ade

- 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):**

**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 Saluki Cares or 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: 8:00am -6:00pm
  - Friday: 8:00am-5:00pm
  - Saturday: 10am – 6pm,
  - Sunday: 12:00pm – 11pm.

- **What’s available:**
  - 50 study spaces on the first floor. This is quiet space students may use 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 23rd 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

**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
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.
Updated 8/11/2021

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.