

# Fall 2020 COVID-19 Classroom Guidelines for On-Campus Courses



## Face Covering Requirement

**All individuals on Mayville State University property or participating in an official University event, are required to wear a face covering to contain potentially contaminated droplets while indoors.**

Mayville State University will provide two (2) washable and reusable cloth masks to each residential student and students enrolled in on-campus courses. Use of a cloth mask provided by the University, a cloth mask made in accordance with CDC recommendations, or another reasonable substitute face covering that allows for droplet capture will be permitted. The use of face coverings in the practice of an individual's religion or as otherwise medically necessary remains welcome at Mayville State University and is not changed or impacted by this policy. Enforcement of noncompliance with the face covering policy without a bona fide exception for students within a classroom setting will include:

*The faculty member in charge of the classroom shall address the non-compliance as a classroom management issue and request the face covering be used. Continued refusal by the student will result in a student code of conduct violation.*

## Daily COVID-19 Symptom Self-Monitoring

Students, faculty, and staff should self-monitor, at least daily, for symptoms of COVID-19. Taking your temperature often, at least daily. According to the CDC, people with COVID-19 have reported a wide range of symptoms that vary in severity, and some may not exhibit any symptoms. Symptoms may appear 2-14 days after exposure to the virus and may include one or more of the following:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

*This list does not include all possible symptoms. CDC will continue to update this list as they learn more about COVID-19.*

Mayville State University strongly encourages the campus community to assess themselves for symptoms every day before coming to campus or leaving your residence hall. Students, faculty, and staff who have symptoms should:

- Immediately contact their health care provider; for students, this may be Student Health ([MASU.StudentHealth@mayvillestate.edu](mailto:MASU.StudentHealth@mayvillestate.edu)).
- Students should stay home from classes and notify each of their course instructors.
  - Residential students should self-isolate in their rooms until further direction and guidance is provided by the MSU COVID Liaison and/or their health care provider.
- Faculty and staff are to immediately notify their supervisor and stay home from work.



- Students are encouraged to consult with the MSU COVID Liaison, for further guidance on how to proceed regarding potential COVID-19 symptoms.

## General Guidance for Illness

If an employee or student feels ill, regardless if it is related to Coronavirus or not, it is encouraged that he or she stay home if they feel sick.

- **Again, stay home if you feel sick.**
- If you have mild or no symptoms, stay home and practice good social distancing.
- If you have a fever (100.4 or higher), cough, or shortness of breath, call your provider or Student Health.
  - If you don't have a provider, Sanford-Mayville Clinic may be able to assist you. You can reach the Sanford-Mayville Clinic by phone at 701-788-4500 or the Sanford-Mayville Hospital at 701-788-3800 after clinic hours.
- If you are having an emergency, go to the Emergency Room or call 9-1-1.
- Take this [North Dakota Department of Health \(NDDoH\) Risk Assessment](#) to help determine if your symptoms align with COVID-19.
- If you are ill and unable to be tested, the ND DoH is asking you to isolate yourself from those you live with and have contact with for at least 10 days since symptoms first appeared or 72 hours without a fever without the use of fever-reducing medicine.
- Please call the medical provider prior to visiting their facility location.
- MSU Student Health appointments are available to students, call 701-788-6665 or email [MASU.StudentHealth@mayvillestate.edu](mailto:MASU.StudentHealth@mayvillestate.edu).

## Tips for COVID-19 Prevention

You are encouraged to stay healthy through these preventive practices:

- Frequently wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue.
- Clean and disinfect frequently touched objects and surfaces.
- Be current on all immunizations to stay healthy, including the influenza vaccine.
- Maintain social and physical distancing, i.e., 6-foot distancing and avoidance of group gatherings. This is especially important when traveling between/outside of classrooms.
- If you are planning to travel, please consider whether your travel is necessary, and if it could possibly be postponed or canceled.
  - If you must travel, wear your mask or acceptable face covering and try as much as possible to practice social distancing by avoiding large crowds and keeping space between you and others where people congregate. Practice frequent hand hygiene by washing your hands with soap and water (for at least 20 seconds) or using an alcohol-based hand sanitizer.
  - If you travel, you may face a higher risk contracting COVID-19, significant delays in returning, and/or the requirement to self-isolate upon your return.
- Classroom specific considerations:
  - Use of available hand sanitizer in each room is recommended upon entry and when exiting.
  - Door handles are touched by everyone. Wash or sanitize your hands after contact with door handles.
  - Sanitization supplies will be available in each room to disinfect all surfaces following each class.
  - No use of phones once hands are clean (unless directed to use in classroom activity).



- Encourage sanitation of personal electronics upon classroom entrance so they may be used for appropriate class activities.

## Classroom Attendance and Seating Arrangements

Faculty are encouraged to take attendance each day to facilitate contact tracing in the event of an exposure.

Students are encouraged to select their seat on the first day of class and remain in that seat for the remainder of the semester to assist with contact tracing in the event of an exposure.

Use of a document outlining the layout of the classroom is encouraged for the instructor to note the exact seating location of each student to facilitate contact tracing in the event of an exposure. An associated resource will be created and available for faculty use if desired for each classroom.

Suggestions for faculty:

- Consider the use of Starfish or Blackboard to log attendance. Contact Extended Learning for associated training if needed.
- Attendance could occur while with cleaning activities.
- Provide a reminder to students regarding the various concerns associated with late arrival (i.e. sanitation of classroom at the start of class that would have already occurred, concern for social distancing, etc.)
- Suggest including classroom policy regarding late arrivals to class explaining late arrival beyond 5 minutes from the class start time will not be permitted. Suggest discouraging students from leaving the classroom during class unless otherwise unavoidable.

## Classroom Cleaning Practices

- Routine daily cleaning and periodic deep cleaning of classrooms will be provided by MSU Facilities staff.
- Disinfectant spray, towels, and gloves will be available in each classroom to be utilized by students and faculty before and after classes to help to reduce the spread of illness within the classroom environment.
- Students must clean their space using provided cleaning supplies prior to exiting the classroom.
- Remember to clean equipment and put away after use.
- Remember to clean remotes and any mics prior to and following teaching use.

## Classroom Precautions to Reduce Exposure Risk

- Faculty, students or other guest presenters should be at least 8-10 feet from students when presenting or lecturing as louder speaking and/or singing can increase droplet spread and spray.
- Face shields, in addition to face coverings, will be provided to all faculty teaching on-campus courses.
  - Face shields alone are not acceptable in meeting the Mask Mandate on campus.
- Avoid use of shared items in the classroom whenever possible. Disinfect any shared items prior to sharing.
- Students should be released from a classroom in a staggered format in order to maintain physical distancing requirements.
- Modifications have been made to the layout of each classroom including spacing of tables, desks and/or chairs to allow for 6-foot distancing between all individuals.
  - Faculty and students will need to remain attentive to maintaining the established classroom layout and in maintaining 6-foot physical distancing throughout the class period.
- Group Work within the Classroom Setting



- Some learning strategies, such as collaborative group work typically conducted in close contact to others, may need to be modified to allow for social distancing. Contact Extended Learning for training on alternative collaborative learning strategies. In specific classroom situations where close contact may be unavoidable, additional safety precautions, COVID-19 screening practices, and wearing a face shield (in addition to the required face covering/mask) may be required. Specific course requirements and planned precautions to promote individual health and safety will be shared with students by the course instructor at the start of the semester.

## Additional Considerations

### Remote Connection to Live Classroom

Instructors will notify students at semester start if the option to remotely connect to the live on-campus classroom is available for their on-campus course. Consider inclusion of expectations regarding use of a webcam during remote connection. If faculty need training on how to provide a video conferencing option or how to use the equipment, contact Extended Learning or ITS.

### Live-streaming and Recording using Zoom

Faculty are strongly encouraged to live stream and record on-campus class periods. Faculty who would like to use a class recording for future courses must obtain approval for use from the current course students. Faculty are encouraged to contact Extended Learning for training on how to live-stream and/or record class periods.

### Office hour considerations

Instructors should provide explanation of how on-campus face-to-face office hours will be conducted with additional precautions to reduce exposure risk, i.e. physical distancing, plexiglass, face shield, mask requirement, optional alternative meeting spaces, etc.

## Classroom COVID-19 Exposure Information

### MSU COVID-19 Reporting Form

The purpose of the MSU COVID-19 Reporting form is to inform Mayville State University that a student or employee has COVID-19, has been identified as a close contact, and/or has symptoms consistent with COVID-19. Students and other members of the MSU Community are expected to notify the university if they have or know someone from the college community who has:

- tested positive for COVID-19,
- been notified by a state health department official that they have been identified as a close contact to someone that has tested positive for COVID-19,
- symptoms consistent with COVID-19 (Individuals can check their symptoms through the [ND Department of Health COVID-19 Risk Assessment Survey Tool](#)).

### What to Expect After Receiving a Positive COVID-19 Test at MSU

If you have been told you have a positive COVID-19 test, have been identified as a close contact, or are experiencing symptoms of COVID-19, please complete the [MSU COVID Reporting Form](#), so the MSU COVID Liaison, is informed of the case.

### SELF-ISOLATE

If a member of staff, faculty or student has a positive COVID test, that individual will be asked to isolate for 10 days from the day of their test plus be fever free for at least 72 hours without taking any fever-reducing medications (a total of 14 days).



Students will be expected to notify the instructors from each of their classes and Katie Richards, Director of Student Success and Disability Services, at [katie.richards.2@mayvillestate.edu](mailto:katie.richards.2@mayvillestate.edu) as soon as possible if the need to self-isolate develops. The student will work with their instructors to develop a plan to receive the course content and complete course activities and/or assessments. Students who require class accommodations because of COVID-19 may be required to provide documentation from a health care provider. Specific requirements will be described by the Director of Student Success and Disability Services.

## CONTACT TRACING

The person identified as having a positive test will receive a call from a designated contact tracer. The contact tracer will then discuss in great detail all of the people that could be identified as a close contact. Contacts considered at risk will start from 48 hours prior to onset of symptoms, or if the person is asymptomatic the contacts would be identified from the day of the test.

*A close contact is defined as a person who has been within 6 feet of the positive case for a period longer than 15 minutes. If you have not been identified as a close contact, please continue your normal activities as planned/scheduled.*

Once close contacts have been identified, the contact tracer will begin making phone calls to all those identified as close contacts. This can be a lengthy process. The contact tracer will make phone calls until 9 pm, and then will begin again in the morning.

## DISCLOSURE OF CASES

When someone has been identified at MSU as a positive COVID case, the MSU COVID Liaison and/or the President will let faculty, staff and students know via email.

## CONFIDENTIALITY/DISCRETION

Due to HIPAA regulations, we cannot release the person's name unless the person is willing to release it. Following campus email notification, please know that the contact tracing is underway. If you are the person who has tested positive, please work with your course instructors and the MSU COVID Liaison to identify any close contacts that should be notified immediately.

*If you know the person who has tested positive and feel like you may be a close contact, but have not been contacted by the contact tracer, please reach out to the MSU COVID Liaison to work through any questions.*