



Teaching & Learning COVID-19 Response Plan 2021-22 Academic Year

Due to the evolving COVID-19 situation, MSU continues to adapt to minimize the exposure and spread of the virus while providing quality instruction. We recognize that it is impossible to completely mitigate the risk of COVID-19. Therefore, it is the responsibility of the entire campus community, employees, and students alike, to minimize the risk of COVID-19 to themselves and others.

This plan outlines the **Teaching & Learning COVID Response Plan for the 2021-22 academic year**. Revisions will be made as necessary in response to various public health conditions and factors, and guidance from local public health units ([Traill District Health Unit](#), [ND Department of Health](#) (NDDoH), [North Dakota State Board of Higher Education](#) (SBHE), and the [Centers for Disease Control and Prevention](#) (CDC).

General Campus Guidelines

See the [MSU COVID-19 Information Website](#) for COVID-19 guidance, procedures, and information.

COVID Communication Plans

MSU will regularly communicate to the campus community regarding any guidance and procedures that will be implemented or shifted to reduce the risk and spread of the virus.

COVID-19 Update messages will be sent, at least, through:

- Employee and Student Official Student Listservs
- [MSU COVID-19 Information](#) website

Standard Practices for All On-Campus Instructional Areas - Including Classrooms, Laboratories, other Meeting Locations

- Appropriate signage will be posted in appropriate areas of buildings. If signage is needed, please contact Kelly Kornkven, Library Director, or custodial staff in your area.
- Sanitizing stations and hand sanitizer dispensers will again be strategically placed in classroom, laboratory, and other meeting location spaces to encourage appropriate sanitation practices. These will be monitored and restocked regularly by custodial staff.
 - Occupants are encouraged to use hand sanitizer frequently.
 - Occupants are encouraged to wipe down desks, counters, seating areas, and other frequently touched areas when entering the room.

Masks/Face Coverings

- MSU recommends the proper use of a mask/face covering indoors when social distancing cannot be maintained for both vaccinated and unvaccinated people. Employees and students should always carry a mask with them and be prepared to wear it if desired/needed. This procedure is subject to change at any time.
- Updated/appropriate related signage will be posted across campus prior to classes beginning at 4 p.m. on Monday, August 23.
- All individuals should be comfortable wearing face coverings if they choose.
- Faculty may require face coverings in specific learning spaces.
- Face covering expectations should be placed in the syllabus.
- Faculty are encouraged to use the provided syllabus statement should masks be required in their classroom, office, or other meeting spaces (see below).
- Face covering requirements should not be based on vaccination status.

Room Occupancy & Physical Distancing in Classrooms, Laboratories, & Other Meeting Spaces

- As of the beginning of Fall Semester 2021, room occupancy is 100% of maximum capacity.
 - Room occupancy is subject to change based on regular review.
- Room occupancy will be clearly posted for each room.
 - Maximum room occupancy has been determined in collaboration with Facilities Services staff and the Office of Academic Records and is based upon previously established capacities.
- Maintaining appropriate physical distance provides another level of safety. When feasible, the use of appropriate physical distancing is expected.

General Teaching and Learning Practices

- All courses are expected to meet as scheduled.
- Face-to-face classes are expected to introduce remote delivery strategies and methodologies to accommodate students who may not be able to attend class due to illness, quarantine, or other COVID-19 related situations. Remote delivery methods may also be used if the instructor is unable to be present due to COVID-19 reasons.
- If room occupancy changes occur during the academic year, changes in room location may be accommodated when feasible and upon the recommendation of the Division Chair, and in consultation with the Vice President for Academic Affairs.
- Contact the ITS Service Desk (34739) if assistance with Zoom Room technology is needed, or if other IT equipment or support is needed to conduct remote instruction.

Academic Attendance Procedures and Expectations

Faculty should review their class attendance policies and make-up practices and procedures with students at the start of class as noted within their course syllabus. The following are to be considered:

- Review attendance expectations and communicate clearly with students.
- Determine means by which absent students will be able to access instructional content remotely or at an alternate time.
- Review make-up policies for students who are absent.
- Flexibility and alternate strategies for attendance and grading are strongly encouraged while still maintaining integrity of instruction.

- Ensure your attendance and make-up practices and procedures align with the following important considerations:
 - Students who enter quarantine or self-isolation status shall be excused from academic class/lab attendance until they are cleared to return by Amanda Jordan, Campus Health Nurse, based on CDC and North Dakota Department of Health guidelines.
 - The student shall not be penalized for absences during this time.
 - The student is responsible for completing the material missed in a reasonable timeline and in a manner acceptable to the instructor.
 - The student is responsible for communicating with the instructor regarding how to meet academic expectations during their absence.
 - If the student is physically able and the technology exists, a faculty member may require the student to attend/participate in a class through virtual or alternate delivery means.
 - If a student has primary responsibility of caring for someone who has been diagnosed with COVID-19, these guidelines are also applicable. Verification of this responsibility may be required.

Required Course Syllabus Statements for On-Campus Courses

As outlined within the MSU Syllabus Template, the following additional section is required for all on-campus courses:

Coronavirus (COVID-19) Information for On-Campus Courses

The health and safety of our students, staff, and faculty is our top priority. Mayville State University is committed to continuing face-to-face instruction for on campus courses each semester while minimizing exposure risk and promoting health and safety for students, faculty, and staff. Please refer to the *Comets Choose 2.0 Guidelines* and the *COVID-19 Classroom Guidelines for On-Campus Courses* documents for additional information regarding implementation procedures for *Comets Choose 2.0* and classroom expectations and modifications necessary to minimize exposure risk and promote health and safety for students and faculty within on-campus classes in light of COVID-19.

In the event that a rebound in COVID-19 local infections necessitates a change in course format, plans for remote options for this course include [Insert your contingency remote plans]

Optional Course Syllabus Statement for On-Campus Courses

Mask/Face Covering Requirement: *The use of a mask/face covering is required in this class. This requirement will remain in place in this class or designated learning space until you are informed otherwise. This is a requirement regardless of an individual's vaccination status. Non-compliance with this class mask/face covering requirement will result in a student code of conduct violation and associated consequences outlined in the MSU Student Handbook.*

- **Note:** This statement should **only** be used if an instructor will be requiring the use of a mask/face covering in a learning area (i.e. classroom, lab, and faculty office).

As a Reminder: Inquiries as to vaccination status or other health related matters is not appropriate.

Student/Instructor Communication Guidelines

Instructors should clearly articulate classroom management expectations and physical distancing protocols during the first class period. This should be reinforced throughout the course.

The following items should also be communicated with students:

- Preferred methods of instructor/student communication.
- E-mail, text, telephone, virtual office hours, etc.
- Reinforce student's responsibility to monitor and respond to campus and instructor e-mails, texts, and other communications.
- Review Alternate Delivery and/or Continuity of Instruction plans. These plans should include:
 - Alternate modes of delivery when necessary.
 - Identify where to access technology assistance (MSU ITS Service Desk, 701-788-4739).
 - How instruction will continue if instructor must be absent.
 - How changes in instructional methods affecting the course will be communicated.
 - Alternate delivery strategies/methodologies that will be used to assist students unable to come to class.
 - Student one-on-one contacts, including advising sessions and course support, may be conducted virtually as appropriate (i.e. Starfish appointments, Microsoft Teams, Zoom, Blackboard Collaborate Ultra, phone calls, etc.).