



Fall 2021 COVID-19 Classroom Guidelines for On-Campus Courses

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.
- Mask requirement signage to be posted by the faculty member in his/her classroom and/or office is available from Kelly Kornkven, Director of the Library if desired.
- 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 syllabus statement provided by Academic Affairs should masks be required in their classroom, office, or other meeting spaces.
- Face covering requirements should not be based on vaccination status.

Daily COVID-19 Symptom Self-Monitoring

Students, faculty, and staff should self-monitor, at least daily, for symptoms of COVID-19. temperatures 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. Students, faculty, and staff who have symptoms should:

- Self-isolate and complete the [MSU Covid-19 Reporting Form](#) as soon as possible.
- Students are encouraged to consult with Amanda Jordan, Campus Health Nurse and MSU COVID Liaison, for further guidance on how to proceed regarding potential COVID-19 symptoms.
- 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 Campus Health and the Student Life Director.
- Faculty and staff are to immediately notify their supervisor, complete the [MSU Covid-19 Reporting Form](#), and stay home from work.

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 a fever (100.4 or higher), cough, or shortness of breath, call your provider.
 - If you don't have a provider, reach out to Campus Health for local medical facility information.
- If you are having an emergency, go to the nearest 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.
- MSU Campus Health appointments are available to students. Contact Amanda Jordan, RN Campus Health via:
 - Email: amanda.jordan.1@ndus.edu
 - Office phone: 701-788-4865
 - After hours Covid concerns: 701-425-6648

Tips for COVID-19 Prevention

You are encouraged to follow these preventative strategies to stay healthy:

- 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.
- 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.
- Classroom specific considerations:
 - Use of available hand sanitizer in each classroom is recommended upon entry and when exiting the classroom.
 - Door handles are touched by everyone. Wash or sanitize your hands after contact with door handles.
 - Sanitization supplies will be available in each classroom 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 the Center for Teaching and Learning for associated training if needed.

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 to help to reduce the spread of illness within the classroom environment.
- 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 masks/face coverings, are available to faculty teaching on-campus courses, upon request from Campus Health.
- Avoid use of shared items in the classroom whenever possible. Disinfect any shared items prior to sharing.
- Faculty and students are encouraged to remain attentive to maintaining social distancing whenever possible.
- 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 Center for Teaching and 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 the Center for Teaching & Learning or ITS.

Live-streaming and recording using Zoom during on-campus class periods is strongly recommended to faculty. 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 the Center for Teaching and Learning for training on how to live-stream and/or record class periods.

Office hour considerations- instructor to 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. if desired.

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 if you Have Symptoms Consistent with Covid-19, were Identified as a Close Contact or have Received 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 that Amanda Jordan, the Campus Health Nurse and MSU COVID Liaison, is informed of the case. Amanda Jordan can be contacted by email at amanda.jordan.1@mayvillestate.edu. Please refer to the [MSU Covid-19 Case Procedures for Students and Employees](#) for guidelines and steps to follow if you have been notified you are a close contact, have symptoms consistent with Covid-19 or have tested positive for Covid-19.

DISCLOSURE OF CASES: The Covid-19 Dashboard will be updated at least weekly and more frequently if needed. You will only be informed of a positive case if you have been identified as a close contact. Designated contact tracers/NDDoH will contact you if necessary.

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.