

Academic Programs and Experiences Protocols

8.6.20

These protocols apply to in-person activities on the University of Mississippi's Oxford campus and to people who may be using, entering, or accessing physical spaces on that campus.

Classroom Protocols

Please see COVID-19 student conduct policy for escalation strategies and consequences of nonadherence to these protocols.

See COVID-19 Syllabus Template for specific wording examples.

- Face masks or face coverings must be properly worn in all indoor spaces where other people may be encountered, including hallways, common areas, restrooms, etc.
- For some students, face shields may be worn as an accommodation. This will require approval from the Office of Student Disability Services. This will include notifying faculty of students who wear face shields as an accommodation, as soon as it is available. Students in need of accommodation for the face covering will be encouraged to file with SDS and carry paperwork necessary until accommodation has been approved.
- Face masks or face coverings must be properly worn in all classrooms, laboratories, auditoria, and instructional spaces. (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>)
- Disposable masks should be available in a central building location for students who have forgotten to bring their masks to the building.
- Disposable masks should be available at other central campus locations in a hygienic way.
- Individuals who wear masks that cause disruptions or are disruptive to the class can be asked to leave the classroom, as the classroom instructional space is not the appropriate time or place for protests. Free Inquiry, Expression, and Assembly Policy: <https://policies.olemiss.edu/ShowDetails.jsp?istatPara=1&policyObjidPara=11079224>
- Faculty should include information about face masks and face coverings and reiterate the requirement on the class syllabus.
- If a student refuses to wear a mask, the faculty member has the ability to dismiss the student from the class session. If necessary, the faculty member has the ability to dismiss the entire class from the class session if the student refuses to comply or if disruptions persist. These actions will have academic consequences to the student. Those academic consequences will be determined by the faculty member. Faculty may refer to the COVID-19 syllabus template for options. https://cm.maxient.com/reportingform.php?UnivofMississippi&layout_id=0
- Attendance policies must allow for absences necessary for isolation, quarantine, or other COVID-19 related absences, and to ensure that attendance policies DO NOT encourage students to attend class when not well. (ACHA)

- Faculty will develop attendance and excuse policies that acknowledge and support students who become ill without creating barriers and without requiring unnecessary visits to health facilities for documentation of illness. (ACHA)
 - Faculty will have a clearly articulated attendance policy that accounts for students' potential needs to self-isolate or quarantine.
 - Attendance scanners will be turned off to decrease bottlenecks at classroom entrances and decrease touch risks.
 - Faculty will have assigned seating for students within the classroom and a record of which students sit in which seat to facilitate contact tracing – seating diagrams to be provided.
 - Unless attendance is taken using an attendance form, it will be assumed that all students are in attendance within the seating chart. The faculty member will retain this daily information for at least two weeks.
 - Students will be encouraged to update their student cell phone numbers using the self-service interface in my.olemiss.edu. Faculty will have access to student cell phone numbers through the class roll or roster for those students in the class who will have a face-to-face or hybrid experience, which can be used for the purpose of contact tracing by the Contact Tracing Team should it be necessary to contact students.
 - Faculty and students are encouraged to communicate as appropriate regarding health status and any changes in their ability to complete coursework and academic responsibilities. (ACHA)
- Students with learning disabilities or difficulties, including remote learning platforms, should communicate with the Office of Disability Services and to the instructors and use resources available from disability services. The individual faculty members would receive communication about the specific accommodation through SDS's online system, AIM. (ACHA)
- Solutions will be implemented to prevent instructors from having to share or touch microphones.
- There will be an effort to provide cameras and video capture technology to faculty so that viewing of the classroom activity (e.g., lecture, discussion, etc.) will be available to those students who cannot be in the classroom each day. Faculty should consider the benefits of bringing their laptop or other technology to decrease touch risks and capture the lecture or classroom experience.
- Faculty and departments will develop specialized plans for courses and instruction that do not permit physical distancing and/or involve activities of higher risk, using protocols and parameters and national guidance from specific associations, agencies, or public health officials in those disciplines. Examples include dance, theater, and performing arts.

Classroom Building Protocols

- A person stationed at the entrance to classroom buildings to ensure mask compliance, with a supply of disposable masks. COVID-19 Ambassadors will assist with this responsibility.
- Students and faculty should stay 6 feet apart while entering and exiting any classroom.
- One-way hallways and entrances will be designated if feasible and needed for buildings with multiple classrooms in use that may enter and exit at similar times. (*See Facilities Protocols*)
- If feasible, timing gaps in classroom utilization will occur to allow for social distancing and adequate cleaning.

Masks/Face Coverings by Instructors

- Faculty members must wear facemask or face covering while instructing the class.
- Faculty members must make every attempt to remain 10 feet away from the first seated student in the classroom while teaching. Where needed, plexiglass can be installed where exceptions to the 10-foot rule cannot be maintained.
- Face shields and plexiglass shields are not considered a substitute for the face mask or face covering requirement, unless a disability or accommodation requires it.

Protocols for Outbreaks in Class

Note that a positive test result will be obtained several days after a test. Touch risks have been considered to present a low risk of transmission. As a result, daily cleaning by Facilities Management and the wipe down of surfaces by students and faculty should be sufficient and enhanced cleaning of classrooms or notifications of entire classes will not be necessary or practically effective. Therefore, individuals who have been determined to be close contacts will be contacted by the University's contact tracing team.

- If it is discovered that a student or faculty member with COVID-19 has been on campus, the case will be reported on the university's webpage, without disclosing the student's or faculty member's identity. (<https://coronavirus.olemiss.edu/confirmed-cases-reported-to-um/>). Close contacts to that individual will be contacted using standardized language.
- If a student discloses to a faculty member that they have been diagnosed with COVID-19, the faculty member should notify their chair, who will contact Facilities Management to determine appropriate cleaning, if that student has been on campus. The student should be encouraged to contact University Health Services. The identity of the student should not be disclosed to the public or the class. More information can be found here: <https://coronavirus.olemiss.edu/confirmed-cases-reported-to-um/>
- Classrooms and instructional spaces will be cleaned each morning by Facilities Management.

- Public health officials will work with the affected individuals to determine who will need to quarantine based on the published definition of close contact.
- If a classroom is taken offline, the faculty and students will be notified and the course format will need to shift to remote or online while the classroom is offline.
- If an instructor or multiple students within a class are affected by COVID-19, this may necessitate the decision to shift the course from face-to-face or hybrid format to online or remote format for the remainder of the semester. That decision will be made by the instructor, chair, and dean.
- The transition from face-to-face or hybrid courses to fully online for the institution will be made by the Chancellor based on public health officials' recommendations, with input from the Incident Response Team, and guidance from current executive orders and local orders.

Routine Classroom Cleaning Protocol

- While the official schedule for the course will reside in the SAP system, class schedules using each instructional space will be posted outside of each door to ensure that people know when each classroom is scheduled to be occupied. Associate deans will work with the Registrar and departments to get this information posted.
- Cleaning of the classroom desks, equipment, and other touched surfaces is a shared responsibility. Faculty and students will wipe down touched surfaces as they enter instructional spaces. *See Facilities Protocols*
- To allow for ample time to transition between courses, instructors will need to ensure that ALL classes end on time. Additionally, interactions between faculty and students should not occur after the class is over.

Travel Experiences

- Travel restrictions will be in alignment with recommendations from the appropriate public health officials and agencies to ensure compliance with the protocols that are recommended by health officials. Some travel will simply not be possible in the fall, and other elements of travel will happen under protocols to prevent virus spread. This information will be updated as guidance from public health officials changes. The current travel policies in place can be found at <https://coronavirus.olemiss.edu/?s=travel+reporting>.
- The Office of Global Engagement will work with international students and travelers to understand current recommendations, limitations, and experiences.
- Faculty, staff, and students who travel to restricted countries or areas, for business or personal travel, are asked to complete the travel reporting form at this link: <https://coronavirus.olemiss.edu/?s=travel+reporting>.
- Note that business-related travel also requires a travel authorization and a safety plan on file to secure approval.

Identifying Illness Early

- It is important for those who are infected with COVID-19 to not come to campus. The following are ways to ensure that you are not infected before coming to Oxford or campus:
 - Strict adherence to the university's protocols including social distancing, wearing face masks, good hygiene, and washing hands regularly for 20 seconds (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>) for at least 14 days before coming to Oxford.
 - If you have been tested for COVID-19, you should isolate and follow a health provider's guidance if positive. If you test negative, strict adherence to the protocols including social distancing, wearing face masks, good hygiene, and washing hands regularly for 20 seconds, after testing negative.
 - Symptom Checker each day to be aware of how you feel and alert to any symptoms, and contacting a health care provider if symptoms develop or directed to do so by the Symptom Checker. [COVID-19 Daily Symptom Checker](#)
 - Students should possess or have access to a thermometer to enable daily temperature checks.
- Before coming to Oxford, students should complete the COVID-19 training module.

Internships and Experiential

- With health, safety, and wellness considered the number one priority for our students, faculty, and staff, there is guidance for Faculty, Guidance for Students, and a Template for Assumption of Risk, Waiver, and Release of Liability for internships and experiential learning opportunities. (<https://elearning.olemiss.edu/faculty/academic-continuity/resources/>)

Events and Conferences

- All events, conferences, and programs hosted in university space must follow protocols in place. This includes events hosted in university space by external entities or groups.
- The process to get approval of the event should be routed to your dean/director, and the appropriate vice chancellor, who will ensure that it complies with all campus protocols and parameters.

Consequences for Non-Adherence

- Everyone in our community is expected to model and follow the protocols in place to prevent the spread of the virus. Reports of faculty and staff who do not comply with the

protocols should be reported to the department chair. Chairs should follow the accountability for faculty/staff guidance.

- Visitors who do not comply with public health guidelines will be denied access and asked to leave.
- Students who do not comply with the protocols will be required to leave the event, classroom building, or campus. See student accountability policy.