

**Teaching in a COVID Environment**  
**Fall 2021**  
**Reminders and Considerations**

**Absences and Continuity of Instruction:**

- Students who are experiencing symptoms of COVID should not come to class, but instead should see a health provider. There is no charge for COVID testing or to see a health care provider at the Campus Health Center (329-7289).
- Please review the Missed Class Policy. Quarantine and isolation notices/ directives from the Campus Health Center (CHC) or other health care provider may be used as medical documentation as they would for any other excused absence.
- If a student should need to miss multiple classes due to illness (COVID or otherwise) or quarantine, faculty are encouraged to provide sensible alternatives to assist students in maintaining progress within a class. Classroom technologies may be utilized to the extent practical to offer assistance to students who have to miss multiple classes.
- Faculty may reach out to Dr. Sheila Morgan with the Kossen Center for Teaching and Learning for assistance with developing continuity of instruction strategies and best practices for students under a prolonged period of excused absence.
- Face-to-face courses will not be required to offer online accommodations unless a student would otherwise qualify for accommodation from the Student Success Center.

**Mandatory Syllabus Statements:**

- Fall 2021 syllabi are required to feature the following statements:
  - Title IX
  - Disability
  - Academic Integrity (a version exists for either undergraduate or graduate courses)
  - COVID-19 Classroom Wellness (face-to-face courses only)
  - Potential for Course Delivery Transition (face-to-face courses only)
  - Synchronous Online Course (synchronous online courses only)
  - Asynchronous Online Course (asynchronous online courses only)
- Syllabus statements may be found at <https://www.muw.edu/ctl/resources#mandatorypolicies>.
- Please review MUW Policy Statement 1309: Course Syllabi (<https://www.muw.edu/images/admin/policy/PS1309.pdf>) for other required elements.

**Attendance and Early Alert Reporting:**

- No-Show Reporting: August 20
- Early Alert Reporting Period: August 27 – September 29
- Mid-Term grades: October 1

**Campus Renewal Plan:**

- Please review the Campus Renewal Plan: [www.muw.edu/renewal](http://www.muw.edu/renewal)

**Classroom Recording:**

- Classroom recordings are becoming increasingly more prevalent as a result of the ongoing public health emergency and greater availability to technologies. It is important to remember that due to FERPA, a classroom recording that reveals the identity of student(s) within a section of a class may only be made available to students within the SAME section of the class.

**COVID Exposure:**

- Faculty should maintain a seating chart to assist the Campus Health Center with the contact tracing process. The seating chart should include name and 950# and should attempt to capture the student's correct cell phone number. (Please use discretion so that student's personal information (e.g. cell phone, email) is not exposed to other students in the class.)
- To understand the contact tracing process, please review the following flow charts:
  - Faculty / Staff: [https://www.muw.edu/images/admin/admin/hr/covid19/W-COVID-19\\_Flow\\_Chart.pdf](https://www.muw.edu/images/admin/admin/hr/covid19/W-COVID-19_Flow_Chart.pdf)
  - Student: [https://www.muw.edu/images/sa/covid19/W-COVID-19\\_Flow\\_Chart\\_students.pdf](https://www.muw.edu/images/sa/covid19/W-COVID-19_Flow_Chart_students.pdf)

**Masks and Appropriate Face Coverings:**

- As of July 30, all members of the MUW community are required to wear masks and appropriate face coverings when indoors (except when alone in a personal space) on campus regardless of vaccination-status. Face coverings are not required when outdoors.

**Vaccination:**

- Faculty and staff should not ask individuals about their vaccination status. Proof of vaccination may not be required for participation in classes, programs, activities, etc. and must not be deemed necessary for student success in any assignment, test, or in a class overall.
- Anyone interested in a **free** vaccination should contact the Campus Health Center.