Proposed COVID-19 Sample Syllabus and Email Language and Guidance to Faculty Teaching on Campus

We are writing to provide faculty teaching in-person and hybrid courses with proposed syllabus language, a proposed class announcement and guidance for addressing in-class situations. Please contact Faculty Affairs or the Faculty Center if you have questions or if there is anything we can do to assist.

A. Proposed Syllabus Example

**COVID-19 Health and Safety Guidelines**

Cal State San Marcos (CSUSM) is actively working to maintain the safety of our campus community. Thank you for your cooperation and assisting in the University’s efforts to keep our community safe. Please review the requirements below prior to our first on-campus class meeting.

Prior to arriving on campus and before entering class, you should follow all university requirements related to conducting a personal health screening and self-monitor for COVID related symptoms such as fever, cough, shortness of breath, or other symptoms of respiratory illness. Those experiencing COVID-19 related symptoms should not come to campus and notify me of your absence. In addition, campus community members who develop COVID-19 related symptoms while on University property or participating in any University-related activity must leave campus or remove themselves from a University-related activity. Visit the [Centers for Disease Control website](https://www.cdc.gov) for more information about COVID-19-related symptoms.

Before entering the classroom, you should wash/sanitize your hands and have your face covering on. While in class, you are required to:

- Abide by classroom signage and classroom design; Please do not rearrange the furniture;
- Sit in your designated seat (if applicable);
- Maintain physical distance (6 feet between yourself and others);
- Wear your facial covering (e.g., masks or face shields);
- Always cough or sneeze into your elbow or tissue; and
- Adhere to other health and safety protocols and directives for your specific classroom, lab, studio, and campus.

Students who do not follow these health and safety requirements may be reminded of the need to adhere to those measures. Failure to comply may constitute a violation of campus policy and may result in a referral the Dean of Students Office.

Students requiring accommodation from the mask requirement due to a documented disability or medical condition that prevents safely wearing a facial covering over the nose and mouth or who are hearing impaired or communicating with persons who are hearing impaired, where the ability to see the mouth is essential for communication, please contact Disability Support Services at (760) 750-4905.

To ensure that CSUSM can provide support and resources to faculty, staff and students with...
potential or confirmed exposure to COVID-19, any employee or student who tests positive for COVID-19 or becomes aware that they may have been in close contact with someone who either has tested positive for or is suspected to have COVID-19 is required to report the positive result or exposure if they have recently been on campus. Please report using the CSUSM COVID-19 Case Reporting Form on the CSUSM as One website www.csusm.edu/csusmasone/.

B. Proposed Email Announcement Example

Instructors can email this to the class or post it in Cougar Courses.

To help reduce the risk of infection from the COVID-19 virus, face coverings are required while you are in class and throughout your time on campus. Please maintain appropriate physical distancing (at least 6 feet distance) while on campus and in public spaces. Please practice regular and effective hand washing, which includes using warm water and soap, scrubbing vigorously for 20 seconds, rinsing well, and drying well with a hand towel or air dryer. Supplement (but not replace) hand washing with hand sanitizer that is at least 60% ethyl alcohol.

If you require Americans with Disabilities Act (ADA) access or accommodations for this course or other courses, including students whose documented disability or medical condition prevents safely wearing a facial covering over the nose and mouth, please contact Disability Support Services at (760) 750-4905.

Prior to arriving on campus and before entering class, you should follow all university requirements related to conducting a personal health screening and self-monitor for COVID related symptoms such as fever, cough, shortness of breath, or other symptoms of respiratory illness. Those experiencing COVID-19 related symptoms should not come to campus and notify me of your absence. In addition, campus community members who develop COVID-19 related symptoms while on University property or participating in any University-related activity must leave campus or remove themselves from a University-related activity. Visit the Centers for Disease Control website for more information about COVID-19-related symptoms.

If you test positive for COVID-19 or becomes aware that you may have been in close contact with someone who either has tested positive for or is suspected to have COVID-19, you are required to report the positive result or exposure if you have recently been on campus. Please report using the CSUSM COVID-19 Case Reporting Form on the CSUSM as One website www.csusm.edu/csusmasone/.

I will work with you to address any COVID-19 related impact to your participation in and successful completion of this course. If you have any questions or concerns about this information, please let me know or contact the Dean of Students Office at dos@csusm.edu

If you have any questions, or anticipate a problem adhering to these guidelines, I encourage you to contact me ASAP.
C. Guidance for Faculty

General Guidance
If a situation arises while you are teaching on campus, please follow your standard procedures. A variety of up to date resources and information related to COVID and fall instruction are listed on the CSUSM As One webpage. For student concerns, contact the Dean of Students, at (760) 750-4935 or dos@csusm.edu. The Cougar Care Network (CCN) is also available and referrals can be placed using the CCN referral form—for CCN general inquiries, please email ccn@csusm.edu. If you need urgent and in-person assistance, an Onsite Administrator will be on campus and can be reached at (760) 750.4321.

What to Do if a Student Refuses to Wear a Mask
We were asked what faculty should do if a student challenges the requirement to wear a mask (after a reminder to do so):

- If the student believes they have a medical or a disability-related exemption, please refer them to Disability Support Services, (760) 750-4905.
- You may ask the student to leave class for the day if they refuse to wear a mask; refer the student to the Deans of Students Office at (760) 750.4935 or dos@csusm.edu. In addition, please report the matter yourself to the Dean of Students' Office immediately following class.
- You may dismiss class for the day if the student refuses to leave class. If this occurs, please contact the Dean of Students’ Office for additional assistance.
- The Dean of Students’ Office will work within CSUSM’s Student Conduct process to assist you and help safeguard the campus community.
- If the above-options do not resolve the immediate situation and you need in-person, on campus assistance, an Onsite Administrator can be reached at (760) 750.4321.

What to do if a Student Tests Positive for COVID-19
If a student informs you they test positive for COVID, please ask them to fill out the case reporting form, email the Campus COVID Case Coordination Team at covidcasereporting@csusm.edu, or leave a voicemail at (760) 750-4514. Additionally, please notify the Campus COVID Case Coordination Team, either by email at covidcasereporting@csusm.edu or by filling out the case reporting form.