

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

We are writing to provide faculty teaching in-person and hybrid courses with proposed syllabus language 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

California State University 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 current requirements below prior to our first on-campus class meeting. Note as the Covid-19 situation changes, these requirements are subject to change. The University will continue to provide updates at [CSUSM as One](#) and via email; please ensure you comply with any new or updated requirements.

Vaccination

Effective immediately, [all students and employees who come to campus must be vaccinated against COVID-19 or provide a medical or religious exemption](#). Proof of vaccination is required by Sept. 30. Prior to the deadline, unvaccinated or not fully vaccinated individuals will be required to participate in a weekly testing program and adhere to campus masking protocols. After Sept. 30, unvaccinated individuals with an approved exemption will be required to continue weekly testing and masking protocols when on campus.

Visit [MyCSUSM](#) to begin the process of uploading your proof of COVID vaccination, request an exemption, or to certify you do not plan to physically access CSU facilities, participate in CSU activities, programs and are enrolled only in virtual classes. Instructions for how to upload your proof is located at the [Student Health and Counseling website](#).

Testing

Prior to the deadline, unvaccinated or not fully vaccinated individuals will be required to participate in a [weekly testing program](#) and adhere to campus masking protocols. After Sept. 30, unvaccinated individuals with an approved exemption will be required to continue weekly testing and masking protocols when on campus. Use the [CSUSM Mobile App](#) to schedule your testing appointment.

Masking

Currently all employees and students are required to wear a mask in all indoor shared campus environments while on campus – regardless of vaccination status. Exceptions include when in a private office or area, or when eating or drinking and socially distanced. In addition to wearing masks indoors, individuals who are unvaccinated must also wear a mask outdoors when social distancing is not possible. Masking remains optional outdoors for vaccinated individuals, though for certain outdoor events there may be masking requirements

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based on the number of attendees.

Prior to arriving on campus and before entering class, you must follow all university requirements related to vaccination, conducting testing (if applicable), masking, conducting a personal health screening and self-monitoring for COVID related symptoms such as fever, cough, shortness of breath, or other symptoms of respiratory illness.

Those experiencing COVID-19 related symptoms may not come to campus. Please 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.

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 any 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. Guidance for Faculty

General Guidance

If a situation arises while you are teaching on campus, please follow your standard procedures. Please speak with the student if a concern arises to ensure they are aware of applicable requirements or mandates – for example, if a mask is required and they fail to wear it. For student concerns and support, 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. Additionally, a variety of up to date resources and information related to COVID and fall instruction are listed on the [CSUSM As One](#) webpage.

What to Do if a Student Refuses to Wear a Mask

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.

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](#) and immediately 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](#).