



2022-23 COVID-19 classroom/instruction protocols

Updated 12.5.22

The following guidelines apply to specific aspects of the face-to-face instructional environment at COA. They are meant to complement, rather than replace, other similar protocols that spell out larger community expectations and norms. These protocols are also subject to adjustment based on the current campus status level.

Faculty testing:

- COA is utilizing rapid COVID-19 tests on an as-needed basis. These are available on Turrets second floor or through the COA nurse.

In-person classroom and COA vehicle transportation protocols:

- Our masking protocols are based on the color level of campus, which in turn is based on the United States Centers for Disease Control's community level for Hancock County, ME. At this time, KN95 or medical masks are strongly recommended if we are at an orange level.
- Faculty may require masks in their individual classrooms regardless of general campus protocols.
 - At the discretion of the faculty member, individuals in the classroom may remove their masks when speaking.
 - Faculty should make clear to the class whether this is an acceptable practice.
 - All masks must meet COA's masking standards.
- The same masking protocols for indoor classroom utilization will NOT apply to outdoor classes as long as the outdoor spaces provide adequate ventilation.
- Students and faculty are not permitted to eat or drink while in class.
- During periods of required masking, classes longer than 85 minutes should, at a minimum, offer students a ten-minute break to allow students to leave the space as needed. At their discretion, faculty can also plan for more frequent "masking breaks" to allow students to move outside, drink water, etc.
- Outside guests are allowed to visit classes.

Exposure procedure, spread mitigation:

The following protocols address how to handle situations in which a student or faculty is symptomatic, has tested positive for COVID-19, or has been exposed (via close contact) to someone who has tested positive for COVID-19.

- **Student or faculty with [COVID-19 symptoms](#):** Any COA community member

who is experiencing COVID-related symptoms should immediately mask up and complete the COVID-19 symptom form.

- **Student or employee tests positive for COVID-19:** Any COA community member who tests positive for COVID-19 will immediately need to isolate themselves from others. The infected individual should notify the COVID-19 coordinator as to their positive test result and begin notifying close contacts.
- **Student or faculty had close contact with someone testing positive:** In some cases a COA community member will have recently had close contact with someone who has tested positive for COVID-19 due to situations that take place outside of the classroom. Anyone sharing a living space with someone who has tested positive for COVID-19 is automatically deemed to have had close contact with that person. In addition, close contact could also occur in the following instances:
 - You were indoors, within six feet of someone who has COVID-19 for a total of 15 minutes or more (*masks or not*)
 - You provided care at home to someone who is sick with COVID-19
 - You had direct physical contact with the person (hugged or kissed them)
 - You shared eating or drinking utensils
 - They sneezed, coughed, or somehow got respiratory droplets on you

Any community member who believes they had close contact with someone testing positive for COVID-19 should follow the close contact protocols.

Accommodating isolating students:

- **Students with a positive COVID test:** If you need to isolate, contact your instructors to request accommodations, ideally at least 24 hours prior to your next class meeting, when possible.
 - Accommodations might be in a variety of forms depending on the number of students requiring them, course content, and teaching/learning methods (such as, but not limited to, notes from a designated student note taker, video- or audio-recording class, providing a Zoom link for a hybrid class, or moving the class to an asynchronous or synchronous online format).
 - Faculty, lecturers, teaching staff, and visiting instructors/fellows are expected to accommodate this need within reasonable means when given adequate notice (at least 24 hours when possible).
- **Students who are close contacts:** You will be expected to mask in class but not to quarantine. If you choose to quarantine, you may request accommodations from your instructors, but they may choose not to accommodate the request. The burden to meet course requirements and expectations rests on the student.
- **Faculty, lecturers, teaching staff, and visiting instructors/fellows:** You are expected to make reasonable accommodations for students required to *isolate* due to COVID symptoms or a positive COVID test result.
 - The method of accommodation you choose will differ depending on the number of students requesting accommodations, course content, and teaching/learning methods (such as but not limited to notes from a student note-taker, video- or

audio-recording class, providing a Zoom link for a hybrid class, or moving the class to an asynchronous or synchronous online format).

- If students request accommodations because they are a close contact and they wish to *quarantine*, it is *at your discretion* to accommodate this request. In either case, Zach Soares, the library's AV technology specialist, can help you identify an AV means to support the student(s).

When a faculty member needs to isolate

- When a faculty member needs to isolate due to a positive COVID test, the faculty member may choose to move all aspects of the class online.
 - Alternatively they may also choose a form of hybridity in which they are instructing remotely but some or all of the students continue to appear in person.
 - Faculty should determine what makes the most sense for their respective classes.