



2022-23 COVID-19 classroom/instruction protocols

Updated 8.24.22

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:

- All faculty and students involved in in-person classes, or who plan on coming to campus to work, will need to take part in COA's baseline testing regimen. This will require coming to campus during week one, unless you have arranged for an alternative testing day or have a documented recent PCR negative result that you can provide to the COVID-19 coordinator. **Any faculty or student participating in an in-person course must take part in baseline testing.**
- In addition, COA may be utilizing community surveillance testing on a weekly basis. Community members are required to participate in this testing, when selected, as a condition for participation in on-campus activities. Those community members who are unable to participate in this testing schedule, or who already are part of a regular testing regime through another organization, should contact covid19coordinator@coa.edu to discuss various options for alternative testing dates and/or third-party testing verification.

In-person classroom and COA vehicle transportation protocols:

- All students and faculty are required to follow COA's protocols for masking while indoors and in vans during transport, with the following exception. These 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 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.
- **Faculty may require masks in their individual classrooms regardless of general campus protocols.**
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- All masks must meet COA's masking standards. Clear face shields can be worn but should not be considered a substitute for face masks. 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 will be allowed to visit classes so long as they are vaccinated and comply with all of the other COA protocols. The faculty member who is sponsoring their visit is responsible for ensuring documentation of vaccination.

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 isolate themselves, complete the COVID-19 symptom form and wait to hear about next steps from the COVID-19 coordinator or COA nurse. In the case of students who are experiencing symptoms, they should also alert their respective instructors that they will not be coming to in-person class sessions and should arrange for any potential accommodation. Faculty members who are experiencing symptoms should alert their classes that they will be teaching remotely until they can return to class.¹
- **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 immediately as to their positive test result and begin notifying close contacts.
- **Student or faculty has in-person classes with someone who tests positive:** Anyone

who has, within 48 hours prior to onset of symptoms or a positive test (whichever comes sooner), participated in in-person class sessions with a person who has tested positive is considered a potential close contact.

- These community members are required to follow close contact [protocols if they meet the definition](#).
 - They should wear a mask when around others for 10 full days after contact. They should take a rapid test on day six or if they develop symptoms.
- **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 symptoms or 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).

¹ There are several instances outlined in this document in which a faculty member will need to isolate, but the students in one or more of their classes will not. In those instances, 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.