Academic Continuity Plan: Faculty

Academic Continuity

### Guidance

* KGI Academic Continuity plans are based on the latest Guidance for Institutions of Higher Education Requirements and Best Practices and Guidance for COVID-19 Exposure Management in Institutes of Higher Education from the Los Angeles County Department of Public Health

**Students:**

* All classes will be live-streamed on Zoom. Although classes will be recorded, students are expected to attend on-site unless they are ill or have tested positive for COVID-19
* All classes will be recorded and the recordings made available to students
* A procedure is attached below, telling students what steps to take if they are not feeling well or have been exposed to someone with COVID

**Faculty:**

* All classes will include a Zoom link so faculty can still deliver classes remotely in case they are unable to be in-person, due to COVID-19 exposure or illness
* Direct supervisors will identify a substitute instructor if faculty are unable to deliver classes online or in-person
* If there is no substitute instructor available, the faculty member will have to schedule make-up class sessions to meet the required number of instruction hours for the course

**Classroom policies**:

* All students in the classroom must remain masked and engage in appropriate behavior to promote the health, safety, and well-being of the community
* Only a well-fitting medical-grade, surgical mask or higher-level respirator approved by the National Institute of Occupational Safety and Health (NIOSH), such as an N95 or KN95 filtering face respirator, will be permitted. Cloth masks are not acceptable.
* Faculty must use face shields or face masks when lecturing
* No food is allowed in the classroom. Students may bring water bottles or drinks in closed containers
* Students should wash their hands frequently throughout the day while on campus and use hand sanitizer periodically
* Cleaning supplies will be available in all classrooms for students to clean their surrounding area upon entry and before exiting the classroom.

**If a student is not feeling well before class:**

1. Stay home
2. Notify faculty, clinical/experiential site (if applicable) and [Dean of Students](mailto:deanofstudents@kgi.edu) by e-mail that you will not be attending class in-person
3. Access live class via Zoom link or access class recording afterward if you are unable to participate
4. If you are experiencing symptoms associated with COVID-19 (a complete list of symptoms can be found [HERE](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)), follow up with your health care provider or Student Health Services
5. If your health care provider recommends a COVID-19 test, please reach out to the [Dean of Students](mailto:deanofstudents@kgi.edu) for authorization before going to Student Health Services for a test.

1. If COVID-19 test is **POSITIVE**:
   1. Notify [Dean of Students](mailto:deanofstudents@kgi.edu)
   2. Student Health Services contact tracing process will begin
   3. Notify faculty that you will be attending class virtually
   4. Isolate for at least 5 days. Monitor symptoms and take precautions for 10 days.
   5. Return to campus when released from isolation
2. If COVID-19 test is **NEGATIVE** or not required by health care provider:

a. If you received a COVID-19 test by your health care provider, submit proof of negative results [HERE](https://kgi.formstack.com/forms/negative_test_result)

b. If you received a COVID-19 test by the Student Health Services office, follow their instructions

c. Return to class when asymptomatic.

d. Per Student Handbook – provide a note from health care provider if missing class for 3 or more days.

**If a student has close contact with a confirmed COVID-19 case:**

1. **Notify** [Dean of Students](mailto:deanofstudents@kgi.edu)
2. **IF YOU HAVE COVID-19 SYMPTOMS**:
   1. Stay home
   2. Notify faculty that you will be attending classes virtually
   3. Access live class via Zoom or recording if you are unable to participate
   4. Follow up with your health care provider or Student Health Services
   5. Complete a COVID-19 test
   6. **IF TEST IS NEGATIVE**:
      1. If you received a COVID-19 test by your health care provider, submit proof of negative results [HERE](https://kgi.formstack.com/forms/negative_test_result)
      2. If you received a COVID test from the Student Health Services office, follow their instructions
      3. Return to class when asymptomatic
   7. **IF TEST IS POSITIVE**:
      1. Notify [Dean of Students](mailto:deanofstudents@kgi.edu)
      2. Student Health Services contact tracing process will begin
      3. Notify faculty that you will be attending classes virtually
      4. Isolate for 5 days
      5. Complete a COVID-19test
         * If testing is done through your health care provider, submit proof of negative test results [HERE](https://kgi.formstack.com/forms/negative_test_result)
         * If testing is done by the Student Health Services office, follow their instructions
      6. Return to campus when released from isolation
3. **IF YOU ARE ASYMPTOMATIC AND FULLY VACCINATED:**
   1. You do not need to quarantine
   2. You can continue **to attend on-campus classes and academic activities**
   3. Complete a COVID-19 test at least 5 days after the close contact
   4. **IF TEST IS NEGATIVE:**
      * + If testing is done through your health care provider, submit proof of negative test results [HERE](https://kgi.formstack.com/forms/negative_test_result)
        + If testing is done by the Student Health Services office, follow their instructions
      1. Return to class
   5. **IF TEST IS POSITIVE:**
      1. Notify [Dean of Students](mailto:deanofstudents@kgi.edu)
      2. Student Health Services contact tracing process will begin
      3. Notify class faculty that you will attend classes virtually
      4. Isolate from other people for a full 5 days
      5. End isolation after at least 5 full days after your positive test
      6. You can end isolation after 5 full days if you are fever-free for 24 hours without the use of fever-reducing medication and your other symptoms have improved
      7. Return to campus when released from isolation
4. **IF YOU ARE ASYMPTOMATIC AND NOT FULLY VACCINATED:**
5. Quarantine for at least 5 days
6. Notify faculty that you will be attending classes virtually
7. Access class via Zoom or recording
8. Follow up with your health care provider or Student Health Services
9. Complete a COVID-19 test if recommended by your health care provider
10. **IF TEST IS NEGATIVE**:
    * + - If testing is done through your health care provider, submit proof of negative test results [HERE](https://kgi.formstack.com/forms/negative_test_result)
        - If testing is done by the Student Health Services office, follow their instructions
      1. Return to class after at least 5 days of quarantine and continue to watch for symptoms until 10 days after you last had close contact with someone with COVID-19
11. **IF TEST IS POSITIVE**:
    * 1. Notify [Dean of Students](mailto:deanofstudents@kgi.edu)
      2. Student Health Services contact tracing process will begin
      3. Notify faculty that you will continue to attending classes virtually
      4. Isolate for at least 5 days
      5. Return to campus when released from isolation
12. **IF YOU WERE EXPOSED TO COVID-19 AND HAD CONFIRMED COVID-19 WITHIN THE LAST 90 DAYS (you tested positive using a viral test)**
    1. No quarantine. You do not need to stay home unless you develop symptoms
    2. Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.
    3. If you develop symptoms isolate immediately and get tested. Continue to stay home until you know the results.

**If a faculty member is not feeling well before class:**

1. When possible, notify your direct supervisor and IT 24 hours before the start of class
2. Teach class by Zoom if able. IT can help with the classroom setup.
3. If not able to teach class, your supervisor will identify a substitute or schedule a make-up class
4. Follow current KGI policy for testing and quarantine

DCAS Faculty – Notify Dr. Jeany Jun

PALS Faculty – Notify Dr. John Krstenansky

BEaM Faculty – Notify Dr. Angelika Niemz

Genetics Faculty – Notify Emily Quinn (MSGC) or Dr. Barbara Fortini (MSGDA)

Notify IT at [helpdesk@kgi.edu](mailto:helpdesk@kgi.edu)

Face Covering Policy

Students will remain masked at all times in the classroom. Faculty members must wear face shields or face masks when lecturing. **Faculty will be responsible for enforcing the masking policy in their classes**.

**Face Covering and Mask Protocol:**

1. If a student enters the class without the proper face covering:
   1. Ask the student if they need a medical-grade, surgical mask face covering
   2. If a student removes their face mask during class, ask them to replace it.
   3. **IF THE STUDENT REFUSES TO COMPLY:**
      1. Ask them to step outside; they cannot return to class without a face mask
   4. **IF STUDENT REFUSES TO COMPLY AND LEAVES CLASS:**
      1. Please send an email to the student reminding them of the classroom masking policy
      2. Notify Dean of Students for potential Code of Conduct violation follow-up
   5. **IF STUDENT REFUSES TO COMPLY AND WILL NOT LEAVE CLASS:**
      1. End class session, vacate the classroom
      2. Please send email to student reminding them of the classroom masking policy
      3. Notify [Dean of Students](mailto:deanofstudents@kgi.edu) for potential Code of Conduct violation follow-up
      4. If there is an imminent threat – verbal harassment, verbal threats, physical harassment, or physical threat – Contact Campus Safety, dial ext. 72000 or call 909.607.2000. If you use your mobile phone to call 911, also be sure to call Campus Safety to inform them of the emergency.