# 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 student 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

Classroom policies:
- All students in the classroom must remain masked and engage in appropriate behavior to promote the health, safety and wellbeing of the community
- 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 prior to exiting the classroom.

**KGI**

**I.    IF A STUDENT IS NOT FEELING WELL BEFORE CLASS:**

1. Stay home
2. Notify faculty, clinical/experiential site (if applicable) and student affairs 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), 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. This may be helpful if students need authorization before going to SHS for a test.
6. Complete a COVID test if recommended by your health care provider

7. If COVID test is **POSITIVE**:
   a. Notify Dean of Students
   b. Student Health Services contract tracing process will begin
   c. Notify faculty that you will be attending class virtually
   d. Self-quarantine for 10 days
   e. Return to campus when released from isolation

8. If COVID test is **NEGATIVE** or not required by health care provider:
   a. If you received a Covid-test by your health care provider, submit proof of negative results HERE
   b. If you received a Covid-test by the Student Health Services office, follow their instructions
   c. Return to class when asymptomatic.
   d. Per Student Handbook – provide note from health care provider if missing class for 3 or more days.

**KGI**

II.    **IF A STUDENT IS EXPOSED TO SOMEONE WITH COVID:**

1. **Notify** Dean of Students

2. **IF YOU HAVE SYMPTOMS**:
   a. Stay home
   b. Notify faculty that you will be attending classes virtually
   c. Access live class via Zoom or recording if you are unable to participate
   d. Follow up with your health care provider or Student Health Services
   e. Complete a COVID test

   f. **IF TEST IS NEGATIVE**:
      i. If you received a Covid-test by your health care provider, submit proof of negative results HERE
      ii. If you received a Covid-test by the Student Health Services office, follow their instructions
      iii. Return to class when asymptomatic

   g. **IF TEST IS POSITIVE**:
      i. Notify Dean of Students
      ii. Student Health Services contact tracing process will begin
      iii. Notify faculty that you will be attending classes virtually
      iv. Self-quarantine for 10 days
      v. Complete a COVID test
         - If testing is done through your health care provider, submit proof of negative test results HERE
         - If testing is done by the Student Health Services office, follow their instructions
      vi. Return to campus when released from isolation

3. **IF YOU ARE ASYMPTOMATIC AND FULLY VACCINATED:**
   a. Begin modified quarantine:
   b. If you live on campus, remain in your residence **except for continuing to attend on-campus classes and academic activities, but not** on or off-campus social activities
   c. Complete a COVID test within 3-5 days of last exposure

   d. **IF TEST IS NEGATIVE:**
      - If testing is done through your health care provider, submit proof of negative test results HERE
      - If testing is done by the Student Health Services office, follow their instructions
      ii. Return to class

   e. **IF TEST IS POSITIVE:**
      i. Notify Dean of Students

    ii.  Student Health Services contact tracing process will begin

    iii.  Notify class faculty that you will attend classes virtually

    iv.  Self-quarantine for 10 days

    v.  Return to campus when released from isolation

4. **IF YOU ARE ASYMPTOMATIC <u>AND NOT </u>FULLY VACCINATED:**
   a. Stay home
   b. Notify faculty that you will be attending classes virtually
   c. Access class via Zoom or recording
   d. Follow up with your health care provider or Student Health Services
   e. Complete a COVID test if recommended by your health care provider

   f. **IF TEST IS NEGATIVE**:
      - If testing is done through your health care provider, submit proof of negative test results HERE
      - If testing is done by the Student Health Services office, follow their instructions
      
          ii.  Return to class when asymptomatic

   g. **IF TEST IS POSITIVE**:
      iii. Notify Dean of Students
      iv. Student Health Services contact tracing process will begin
      v. Notify faculty that you will continue to attending classes virtually
      vi. Self-quarantine for 10 days
      vii. Return to campus when released from isolation

**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 a face covering:
    a.  Ask the student if they need face covering
    b.  Refer them to PPE available in class or the lobby
    c.  If a student removes their face mask during class, ask them to replace it.

    d.  **IF THE STUDENT REFUSES TO COMPLY:**
        i.  Ask them to step outside; they cannot return to class without a face mask

    e.  **IF STUDENT REFUSES TO COMPLY AND LEAVES CLASS:**
        i.  Please send an email to the student reminding them of the classroom masking policy
        ii.  Notify Dean of Students for potential Code of Conduct violation follow-up

    f.  **IF STUDENT REFUSES TO COMPLY AND WILL NOT LEAVE CLASS:**
        i.  End class session, vacate the classroom
        ii.  Please send email to student reminding them of the classroom masking policy
        iii.  Notify Dean of Students for potential Code of Conduct violation follow-up
        iv.  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.