

Academic Continuity Plan: Faculty and Staff

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:

- Students are expected to attend courses in their given modality
- For in-person courses, students are expected to attend on-site unless they are ill or have tested positive for COVID-19
- If students are ill or have tested positive for COVID-19, they may contact their faculty member in order to ensure that academic continuity is maintained
- 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:

- Faculty will maintain academic continuity for students in case they are unable to be in-person, due to COVID-19 exposure or illness, which may include lecture recording
- 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 engage in appropriate behavior to promote the health, safety, and well-being of the community
- Masking is optional
- 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.



I. If a student is not feeling well before class:

1. Stay home
 2. Notify faculty, clinical/experiential site (if applicable) and [Dean of Students](#) by e-mail that you will not be attending class in-person
 3. 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
 4. Complete a COVID test if recommended by your health care provider
 5. If COVID test is **POSITIVE**:
 - a. Notify [Dean of Students at deanofstudents@kgi.edu](#)
 - b. Student Health Services contract tracing process will begin
 - c. Notify faculty that you will be unable to attend class on site and discuss plans to maintain academic continuity
 - d. Isolate for at least 5 days. Monitor symptoms and take precautions for 10 days.
 - e. Return to campus when released from isolation
 6. 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.

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

1. **Notify [Dean of Students \(deanofstudents@kgi.edu\)](#)**
2. **IF YOU HAVE SYMPTOMS:**
 - a. Stay home
 - b. Notify faculty that you will be unable to attend class on site and discuss plans to maintain academic continuity
 - c. Follow up with your health care provider or Student Health Services
 - d. Complete a COVID test
 - e. **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
 - f. **IF TEST IS POSITIVE:**
 - i. Notify [Dean of Students \(deanofstudents@kgi.edu\)](#)
 - ii. Student Health Services contact tracing process will begin
 - iii. Notify faculty that you will be unable to attend class on site and discuss plans to maintain academic continuity
 - iv. Isolate for 5 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. You do not need to quarantine
- b. You can continue **to attend on-campus classes and academic activities masked**
- c. Complete a COVID test at least 5 days after the close contact
- 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
- e. **IF TEST IS POSITIVE:**
 - i. Notify [Dean of Students \(deanofstudents@kgi.edu\)](mailto:deanofstudents@kgi.edu)
 - ii. Student Health Services contact tracing process will begin
 - iii. Notify class faculty that you will be unable to attend class on site and discuss plans to maintain academic continuity
 - iv. Isolate from other people for a full 5 days
 - v. End isolation after at least 5 full days after your positive test
 - vi. 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
 - vii. Return to campus when released from isolation

4. IF YOU ARE ASYMPTOMATIC AND NOT FULLY VACCINATED:

- a. Quarantine for at least 5 days
- b. Notify faculty that you will be unable to attend class on site and discuss plans to maintain academic continuity
- c. Follow up with your health care provider or Student Health Services
- d. Complete a COVID test if recommended by your health care provider
- e. **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 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
- f. **IF TEST IS POSITIVE:**
 - iii. Notify [Dean of Students](#)
 - iv. Student Health Services contact tracing process will begin



- v. Notify faculty that you will be unable to attend class on site and discuss plans to maintain academic continuity
- vi. Isolate for at least 5 days
- vii. Return to campus when released from isolation

5. IF YOU WERE EXPOSED TO COVID-19 AND HAD CONFIRMED COVID-19 WITHIN THE LAST 90 DAYS (you tested positive using a viral test)

- a. No quarantine. You do not need to stay home unless you develop symptoms
- b. Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.
- c. If you develop symptoms isolate immediately and get tested. Continue to stay home until you know the results.

If a student is not feeling well before class:

7. Stay home
8. Notify faculty, clinical/experiential site (if applicable) and Dean of Students by e-mail that you will not be attending class in-person
9. Access live class via Zoom link or access class recording afterward if you are unable to participate
10. 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
11. If your health care provider recommends a COVID-19 test, please reach out to the Dean of Students for authorization before going to Student Health Services for a test.
 - If COVID-19 test is **POSITIVE**:
 - a. Notify Dean of Students
 - a. Student Health Services contact tracing process will begin
 - a. Notify faculty that you will be attending class virtually
 - a. Isolate for at least 5 days. Monitor symptoms and take precautions for 10 days.
 - a. Return to campus when released from isolation
 12. 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](#)
 - b. If you received a COVID-19 test by the Student Health Services office, follow their instructions
 - e. 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:

5. Notify Dean of Students

5. IF YOU HAVE COVID-19 SYMPTOMS:

- e. Stay home
- e. Notify faculty that you will be attending classes virtually
- e. Access live class via Zoom or recording if you are unable to participate
- e. Follow up with your health care provider or Student Health Services
- e. Complete a COVID-19 test

e. IF TEST IS NEGATIVE:

- ii. If you received a COVID-19 test by your health care provider, submit proof of negative results [HERE](#)
- ii. If you received a COVID test from the Student Health Services office, follow their instructions
- ii. Return to class when asymptomatic

e. IF TEST IS POSITIVE:

- ii. Notify Dean of Students
- ii. Student Health Services contact tracing process will begin
- ii. Notify faculty that you will be attending classes virtually

- i. Isolate for 5 days
 - Complete a COVID-19 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
- ii. Return to campus when released from isolation

5. IF YOU ARE ASYMPTOMATIC AND FULLY VACCINATED:

- e. You do not need to quarantine
- e. You can continue to attend on-campus classes and academic activities
- e. Complete a COVID-19 test at least 5 days after the close contact

- e. 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:

- ii. Notify Dean of Students
- ii. Student Health Services contact tracing process will begin
- ii. Notify class faculty that you will attend classes virtually
- ii. Isolate from other people for a full 5 days
- ii. End isolation after at least 5 full days after your positive test
- ii. 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
- ii. Return to campus when released from isolation

5. IF YOU ARE ASYMPTOMATIC AND NOT FULLY VACCINATED:

- f. Quarantine for at least 5 days
- f. Notify faculty that you will be attending classes virtually
- f. Access class via Zoom or recording
- f. Follow up with your health care provider or Student Health Services
- f. Complete a COVID-19 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 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

f. IF TEST IS POSITIVE:

- ii. Notify Dean of Students

- ~~iii.—Student Health Services contact tracing process will begin~~
- ~~iii.—Notify faculty that you will continue to attending classes virtually~~
- ~~iii.—Isolate for at least 5 days~~
- ~~iii.—Return to campus when released from isolation~~

~~5.—IF YOU WERE EXPOSED TO COVID-19 AND HAD CONFIRMED COVID-19 WITHIN THE LAST 90 DAYS (you tested positive using a viral test)~~

- ~~e.—No quarantine. You do not need to stay home unless you develop symptoms~~
- ~~e.—Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.~~
- ~~e.—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)

[OTD Faculty -Notify Dr. Vikas Sharma](#)

[MSPA Faculty – Notify Christy Eskes](#)

[MSCM Faculty–Notify Dr. Karlita Warren](#)

Notify IT at 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:
 - ~~a.—Ask the student if they need a medical-grade, surgical mask face covering~~
 - ~~b.—If a student removes their face mask during class, ask them to replace it.~~
 - ~~c.—IF THE STUDENT REFUSES TO COMPLY:
 - ~~i.—Ask them to step outside; they cannot return to class without a face mask~~~~
 - ~~d.—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~~~~~~

e. ~~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.~~