

# Academic Continuity Plan: Students

## 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 student 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

### 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](#)
    - 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](#)**
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](#)
    - 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](#)
  - 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.