

## **ACADEMIC DIVISION COVID-19 PROTOCOLS AY 2021-22 SPRING SEMESTER**

The college has implemented a layered COVID-19 mitigation system that is being periodically updated. This document describes protocols that are especially relevant for the work for faculty and staff in academic and instructional areas of the college. Our goal is to provide our students with the learning opportunities of being at a small, residential liberal arts college while supporting holistic community health. Our plan continues to prioritize the protection of core in-person learning, and adherence to these protocols and practices are designed for us to collectively achieve these goals.

*The current version of Academic Division Covid Protocols was updated on January 6, 2022, in response to the January/February wave of the Omicron variant. These guidelines supersede earlier versions. These protocols are dynamic and will change in response to the most current public health recommendations. This document will be updated periodically, but please also refer to the college's [COVID-19 response webpage](#) for the most recent all-college updates on risk mitigation protocols and guidelines.*

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### I. Creative use of a mix of in-person and remote options

During a surge of cases (for example, for the anticipated Omicron wave), faculty may consider making use of some remote-learning options for their in-person courses. **Colorado College is accredited for in-person instruction, and therefore our courses should be primarily in person. For courses with learning objectives that are adaptable to online formats, it is an option during a period of heightened COVID-19 prevalence to move some of the in-person elements to remote instruction. This will take different forms based on the specifics of the course and the discipline** — some might move a day or two of discussion to mandatory Zoom sessions, some might make use of recorded or synchronous Zoom lectures paired with in-person hands-on/experiential learning.

Moving whole courses to be fully online is not a part of the all-college plan for the Omicron wave.

It's OK to make **plans that might involve a mix of in-person and online options**. For example, a faculty might add a few Zoom lectures that are followed by hands-on learning, another class might have small group projects on Zoom followed by a whole class discussion, a class might have in-person days for "regular" class but have the workshopping day conducted online. Another professor might modify class time and take a longer break or an extra break to let HVAC bring in fresh air into the classroom.

We understand unplanned situations happen. This document will talk more about this in Section V. Contingency Planning.

### II. Communication with Students

Communicate expectations in advance to students. Faculty should communicate in their pre-course emails, course syllabi, as well as first-day overview what students should expect if they become ill and need to miss in-person class.

**It is helpful to clearly state in the syllabus and on the Canvas site what students should do if they are sick and cannot attend class, or if they are asked to quarantine or isolate.**

Faculty should communicate if the course is adapted for students to access class materials and continue in the course even if students cannot attend in person. For some courses, short-term remote learning for the isolated student(s) might be possible via Zoom, Canvas, other online materials, and alternative arrangements for assignments and exams. For other courses, these strategies might not work because substantial in-person learning is core to the learning objectives. **Helping students understand these parameters will help them make informed decisions about whether to take the course as planned, as well as understand their academic options if they have to isolate/quarantine.**

### III. Responding to students who cannot come to in-person classes

Students who prefer to not be back on campus for individual blocks or for the whole semester should contact the Advising Hub, (719) 389-6655, [advisinghub@coloradocollege.edu](mailto:advisinghub@coloradocollege.edu), for support on taking a block off or a semester leave of absence. **Faculty are not expected to provide whole courses online for students who prefer to not be on campus.**

However, students who are on campus might have a period of time when they cannot come to class in person due to COVID-19 or other illnesses. When feasible, we encourage faculty to be as flexible as possible to make it possible for students with illnesses to continue with their academic work.

**If possible, develop ways for students who are absent due to COVID-19 or other illnesses to have access to course materials and continue with the course.** Many faculty members developed informal plans this past Fall Semester to support learning disrupted by short-term mild illness or asymptomatic periods of COVID-19 isolation.

#### IV. Grade Track Change, Incomplete, Excused Grades Policies

Be familiar with relevant COVID-19 academic policies. In courses that can be completed while a student is in isolation, many students may be able to continue to complete the course. However, some students might need further academic adaptations. Common academic solutions include:

- **Changing the grade track** (student-initiated on Banner, available until 5 p.m. the final day of the block)
- **Taking an Incomplete** in consultation and with approval by the instructor
- **Petitioning for an excused grade** (student emails [registrar@coloradocollege.edu](mailto:registrar@coloradocollege.edu) to initiate the process)

Read more about these academic policies on the [Registrar's webpage](#), section "I need to drop this block but the deadline has passed."

#### V. Instructional Contingency Planning (Scenarios)

Try to "right size" instructional contingency plans: **Plan what is necessary, but do not aim for perfection.** We want to make it as easy as possible to maintain academic continuity. The Office of the Dean of the Faculty, the library staff, academic staff, Advising Hub, and the registrar are ready to offer support.

##### ***Scenario planning: What to do when the instructor is unable to teach in person?***

Due to isolation or quarantine policies for the instructor and/or those in their care, it may be necessary for them to teach from home or away from campus for portions of the block, to enlist a colleague to teach for them, or to reschedule/cancel class, perhaps on short notice.

**We recommend that instructors discuss options with the chair/director and colleagues to design contingency plans, before being faced with actual disruptions.** As you develop your plans, keep in mind that if you have multiple children, or others in your care, you may be faced with prolonged periods when you are unable to come to campus as illness may migrate among family members.

Consider in the contingency plan the essential learning objectives of the course. If one needs to make a change (e.g., switching to Zoom-based teaching for a few days, cutting a topic), examine if one can achieve those learning objectives. **Decide and announce if exams and office hours will be in person and/or remote, and whether options will be available as needed for individuals.**

The next page describes five scenarios that might be helpful as you form your individual and departmental contingency plan.

If it looks like the *whole course* (week 1 Monday to week 4 Wednesday) cannot be taught in person, please contact the Dean of the Faculty as soon as possible.

***Scenario 1: What should I do if I am experiencing COVID-19 symptoms and am scheduled to teach an upcoming class?***

1. Stay home.
2. Contact your healthcare provider.
3. Get tested.
4. If you test positive, please report the test result on then [Staff and Faculty Positive Test Report Form](#) or call the COVID Response Coordinator at (719) 413-9588.

**Do you feel well enough to teach remotely?**

**IF YES:**

- Teach via Zoom and/or other online instructional tools for synchronous engagement with the class.
- Support your students in asynchronous engagement with class materials.
- Notify your chair/director and confirm details about activating your online teaching plan.

**IF NO:**

- Notify your chair/director to discuss contingency plans. The Office of the Dean of the Faculty has reached out to chairs and directors to work with department members to plan and implement supportive contingency plans.
- Ask a colleague to teach a few class sessions (you'll want to make contingency plans well in advance, so you are not contacting them at the last minute).
- If the colleague ends up substitute teaching for you very extensively, please let the Dean of the Faculty know so that we can appropriately recognize the colleague's help.
- Reschedule or cancel a class session.

***Scenario 2: What if my child or someone else under my care is experiencing symptoms and I am the caregiver?***

1. Contact your healthcare provider.
2. Get them tested.
3. Please stay at home with them; do not bring them to campus.

**Are you able to teach your class remotely?**

**IF YES:**

- Teach via Zoom and/or other online instructional tools for synchronous engagement with the class.
- Support your students in asynchronous engagement with class materials.
- Notify your chair/director to discuss contingency plans.

**IF NO:**

- Notify your chair/ director to discuss contingency plans.
- Reschedule or cancel a class session.

***Scenario 3: I received a positive COVID-19 test and am in isolation. When can I return to in-person teaching and other work?***

Follow the advice of your healthcare provider. The college's [COVID-19 webpage](#) has up-to-date information on CC's campus-wide quarantine and isolation guidelines (duration, testing, masking, etc.).

***Scenario 4: The K-12 school/daycare my child or dependent attends is closed for a few days. (Or, my child or dependent has been asked to stay home to quarantine for a few days). I am not required to quarantine and show no symptoms, but I do not have back up childcare for all days during their closure, and I am in the middle of teaching. What are my options?***

For the days you need to be at home and if you are able to teach, you could move the class sessions to Zoom and/or use other online instructional tools for synchronous engagement with the class. If you need to be at home and are unable to teach at all, please contact your chair/director to discuss a response plan. A colleague might be able to help with a few class sessions, or class sessions might be rescheduled or canceled. Discuss your contingency plan options with your chair/director.

***Scenario 5: At what point, due to the unplanned amount of time of having to teach remotely, the number of canceled classes, etc., do I or my chair/director need to assess whether the learning objectives of a class are still able to be met?***

The answer to this question relies heavily on your specific circumstances. Instructors and their chairs/directors should consider the following:

- Can the course's learning outcomes be honorably and logically tweaked (or reduced) so that remote instruction and/or a small number of canceled classes are acceptable alternatives?
- Can the learning outcomes, or acceptable variants thereof be achieved if the subject is taught remotely?
- Are you able to teach remotely?

Discuss with your chair and reach out to the Dean of the Faculty for support and guidance.

***Scenario 6: I started the block in person, but due to COVID-19, I worry that I will end up with a lot of unplanned remote class sessions. Will I or the college get into trouble?***

We understand that unplanned situations occur and might require you to use your contingency (back up) plan that involves more remote teaching than your primary (intended) plan. The Office of the Dean of the Faculty welcomes early consultation so we can provide robust support, creative problem-solving, and layered mitigation. We worked with a few faculty members in the first week of January and are happy to continue to collaborate with chairs and other faculty members to find solutions. If you are facing the possibility that you may not be able to continue to teach your class at all, or need to move to completely remote teaching for the remainder of the block that is more than just a few days, consult with your chair and dean.

## **VI. Additional support for faculty**

Some faculty might welcome additional support, such as if they receive a positive COVID-19 test, or have students in isolation who might need additional advising and support.

- The **Employee Assistance Program (EAP)** is a confidential source for employee support.

- For assistance with adapting your teaching, please start at the department level because chairs/directors and colleagues will have discipline-specific ideas; faculty and chairs/directors are also encouraged to contact the Office of the Dean of the Faculty.
- **ITS has additional equipment that instructors can borrow** to be prepared for contingency plans (e.g., an additional laptop, microphone and camera, iPad for Zooming students into the class). Get them soon so that you are familiar with the equipment.
- Faculty and staff can [order free at-home COVID-19 tests](#) from the state. The tests do not automatically ship on a recurring basis, so when more tests are need, you need to reorder by completing the forms again, and there may be a wait for delivery. The college also provides tests kits for employees. See the [COVID-19 webpage](#) for pick up instructions.
- For students who need support, please contact the Advising Hub, (719) 389-6655, [advisinghub@coloradocollege.edu](mailto:advisinghub@coloradocollege.edu). The Counseling Center also has daily urgent care appointment for students, (719) 389-6093, [counselingcenter@coloradocollege.edu](mailto:counselingcenter@coloradocollege.edu).

#### **VII. Contingency Plan for Research and Scholarship**

Have a contingency plan for research and scholarship needs. This is a good moment to confirm that there are a few colleagues who are prepared to share in the care of live organisms, routine care of research equipment, and deliveries of chemicals or equipment.

#### **VIII. Mask upgrades to KN95**

Masking remains an effective mitigation tool in classrooms, labs, and meetings. To provide additional protection, the college provides KN95 masks for faculty and staff. If you have your own KN95, KF94, N95, or FFP2 masks with no valves, you can continue to wear your own. See the college's [COVID-19 webpage](#) for information on receiving KN95 masks from the college.

**Masks must be worn at all times when indoors, except for when the employee is alone in a private office when the door is closed.** Masks must be worn when in college transportation.

Some faculty have requested special masks (e.g., masks with clear windows). We request that for this short period of time with the Omicron surge that faculty use the higher-efficiency masks (KN95), because masks with inserts do not have the same high filtration capability of KN95s. Nevertheless, Associate Dean Andrea Bruder will have some masks with clear windows for faculty who need these special masks.

#### **IX. No food at events, meetings, hiring interviews**

The policy that food may not be served at indoor meetings continues until further notice. This also means that there should be no search committee meetings or academic events that involve *indoor* dining. Brief removal of the mask for sips of drinks is fine.

#### **X. No physical distancing required for class, labs, or meetings**

Research from the past year has shown clearly that transmission is primarily via aerosols. With universal masking, there is no need to continue physical distancing in classes, labs, and meetings. Distancing unfortunately helps less than one might anticipate, as the main avenue of transmission is through aerosols that can hang in the air and travel much farther than six feet.

HVAC systems have been adjusted to improve ventilation (increased fresh air intake and filtration) and reduce aerosol transmission in academic buildings.

#### **XI. Campus-wide vaccination requirement**

All students, faculty, and staff are required to be fully vaccinated against COVID-19, including a booster done. As of January 3, 2022, all students, faculty, and staff are required to be current with their COVID-19 immunization, meaning being fully vaccinated and boosted. Staff and faculty should update their vaccination record on the [Summit Vaccination Portal](#). Those requesting an exemption to the vaccination requirement should have already submitted their requests online. **There are no exemptions for the booster.** We encourage all who have not been vaccinated and/or boosted to get vaccinated.

#### **XII. Classroom setup and support**

##### ***Opening a classroom window when possible***

If your classroom has a window, even slightly opening a window will bring in fresh air and remove aerosols.

##### ***Optional in-room air filters to boost air quality***

Portable filtration units are helpful for aerosol removal. Associate Dean Bruder has materials for [building effective low-cost quiet in-room air filters](#). Please contact Dean Bruder if you are interested in building one for your classroom/lab/studio.

##### ***Tracking seating in the classroom***

Instructors should keep a record of who attends in-person class meetings, including seating arrangements to aid in contact tracing. A photo of the class in session will often suffice.

#### **XIII. Visitors to classes and academic events**

All visitors must understand and abide by [current college policies](#) and are required to wear a KN95 or similar mask indoors during their visit. Visitors must not come to campus if they are experiencing symptoms or have otherwise been instructed to quarantine or isolate. Visitors are encouraged to self-test for COVID-19, but are not required to do so. Visitors are expected to report positive COVID-19 test results immediately to the college's COVID Response Coordinator at (719) 413-9588 if they have been on campus within 48 hours of symptom onset or positive test result.

Host departments should keep a record of when official visitors were onsite and their contact information to aid in contact tracing efforts. Unvaccinated or partially vaccinated visitors are encouraged to receive a COVID-19 test prior to arrival at their own expense.

#### **XIV. Field Trips**

Field trips may continue. The current procedure for registering field trip remains the same: register the trip at least one week before the trip on the [online field trip form](#), and book any necessary campus transportation with facilities as usual.

##### **Some additional requirements currently in effect in preparation for the Omicron wave include:**

- All participants must wear a KN95 or equivalent masks without valves in indoor spaces and during transportation.

- Students don't have to wear masks in their sleeping room/tents and should stay in the same sleeping pods if possible.
- There should be no indoor group dining (e.g., no indoor restaurants).
- All students should continue with their twice-weekly COVID-19 testing through eMed; instructors should pick up enough tests to bring on the trip that cover this regular testing.
- It is possible that students and/or instructors could become sick during the field trip.

Therefore, all trips must:

- Carry additional COVID-19 tests for symptomatic testing;
- Carry N95 masks (not KN95, KF94, surgical, or cloth masks) for participants who are receive a positive COVID-19 test result;
- Have a contingency plan for how to access medical providers, isolate in place, and support the isolated person in case the isolation period extends beyond the original planned dates of the trip. Also have a plan in place in case the instructor needs to isolate and cannot teach and lead the trip in person.

[See details of the current field trip protocol online.](#)

#### **XV. Study Away and Abroad**

The study away and abroad Safety and Travel Viability Review process will continue. This policy requires that all group travel that qualifies as an off-campus block program or longer must be reviewed twice prior to departure, once during the pre-registration period, and once 60-90 days prior to departure. Details on the safety and travel standards are available on the [Global Education website](#).

#### **XVI. Tutt Library**

Tutt Library will remain open. All authorized Gold Card holders will be able to swipe in at any of the three main entrances during opening hours. The general public will not be allowed in the building except for specific services by appointment.