

ECAS Office of Faculty and Office of Undergraduate Education
Guidance for Instructors Teaching In-Person with Students in Isolation or Quarantine
Spring 2022

Communication Regarding COVID-19 Positive Cases

1. If a student in your class notifies you that they have tested positive for COVID-19, inform them that they must notify Student Health through the [Student Health Patient Portal](#) if they have not done so already.
2. If the student has urgent symptoms or questions after hours or over the weekend, they should contact [Student Health Services](#) at 404.727.7551 and press “0” for the medical call center.
3. Submit a [Student of Concern form](#) indicating that the student is in isolation/quarantine. This will notify the appropriate offices that need to follow up with the student to provide academic and other support.
4. Once ECAS receives notifications on student-related cases, instructors will receive an email alert from our system that will provide you with the name and email address of a student who has been instructed to isolate or quarantine. Please keep in mind that the alert does not imply that a student has been diagnosed with COVID-19 or that you have been identified as a close contact.
5. In order to protect the privacy of the student and maintain FERPA compliance, do not inform your class that a student has tested positive or is in isolation/quarantine. The Contact Tracing Team (see link below to learn more about the Contact Tracing process) will notify any individuals who are considered to be close contacts (see definition below) of the student.
6. In many cases, instructors will not be considered close contacts.
7. If you are a close contact, you will be contacted directly by Contact Tracing. If you are contacted by Contact Tracing, please follow their directions. If you are instructed to go for [COVID testing](#), inform your chair and move to online teaching until a negative test result is verified.
8. If you are not contacted by Contact Tracing, you have not been identified as a close contact. However, you may wish to use the COVID-19 screening test available at Emory within 3-5 days of notification by the student. [Screening tests](#) are available to all asymptomatic members of the community, and you may use these tests as often as you wish.
9. Instructors are not permitted to ask students to demonstrate that they have had a negative COVID-19 test at any point. The University will determine when students may leave isolation or quarantine and resume activities on campus. If you have any further questions about teaching in-person classes or working with students who receive a positive COVID-19 test, please contact the ECAS Office of Faculty at <dean_of_faculty@emory.edu>.

Instructional Guidelines

1. Instructors do not need to move in-person classes to online teaching if a student tests positive. However, if a significant number of students test positive, and it is pedagogically appropriate to move instruction online, you may do so temporarily in consultation with your chair for undergraduate classes. In the case of a graduate class, please consult with your chair as well as your DGS, who will in turn coordinate with Laney Graduate School.
2. We recommend that you continue to teach in-person as long as you do not develop symptoms of COVID-19 or receive a positive COVID-19 test result. If you have symptoms of COVID-19, stay home, inform your chair, and contact the COVID-19 Nurse Line at 404-712-6843 to receive further instructions. You must not teach in person if you have symptoms, but you may teach your class remotely if you are well enough to do so. In such cases, the entire class should meet online (the instructor should not videoconference to a classroom of unsupervised students).

3. As the instructor, you should create a plan for accommodating students when they do get sick. See suggestions below.
4. We recommend that you use a seating chart and keep attendance. This guidance applies equally to undergraduate and graduate courses, as it will benefit the Contact Tracing process should it be necessary.

Helpful Definitions and Links

Close Contact: generally, a close contact is currently defined by the CDC as someone who was within six feet of an infected person for a cumulative total of 15 minutes or more (over a 24-hour period), including those who are vaccinated and wearing masks.

Contact Tracing: is an essential public health function during infectious disease epidemics that aims to identify persons who have come into close contact with an infected individual. When it is deemed necessary, the Contact Tracing Team at Emory will reach out to course instructors to gather information regarding classroom set up and seating plans. The Contact Tracing Team is trained to collect the necessary information to determine who qualifies as a close contact.

Supporting Students in Isolation and Quarantine

1. When students are in isolation or quarantine, instructors should continue to teach the course in-person as they would normally. Students should not be penalized for absences related to isolation or quarantine.
2. ECAS does not require instructors to record in-person classes, but we strongly recommend this. Recording in-person class sessions using Zoom and sharing the recordings through your course CANVAS site will enhance the academic experience of students who miss class and provide greater accessibility to all students. There is no expectation that students will have the same academic experience when viewing recordings through Zoom as they would have had in the classroom, and we understand that instructors may use pedagogical techniques that might not be fully captured by Zoom recordings (holding class discussion, using the whiteboard, etc.). Lecture recordings may still be useful to students.
 - a. Zoom cloud recording is the preferred method for classroom lecture capture (Echo 360 is being phased out of use in Emory College). You may access instructions for Zoom cloud recording and the storage of your Zoom recordings here:
 - i. [Zoom Cloud Recording Instructions](#)
 - ii. Preserving your Zoom recordings in [Canvas Studio](#) and [OneDrive](#)
 - iii. For help with Zoom recording in the classroom, contact ECAS Classroom Technology Services (echelp@emory.edu or 404-727-6853)
3. As much as possible, instructors should post notes or slides, photographs of the whiteboard notes, and other materials distributed or available to the class. We also advise that instructors consider hosting Zoom office hours to accommodate any students who are unable to attend class.
4. ECAS does not expect instructors to transition an in-person class to a hybrid or hyflex format (simultaneous in-person and remote students) whenever students miss class due to quarantine or isolation.
5. An academic advisor in the Office for Undergraduate Education will reach out to any student in isolation or quarantine to determine whether they will need any specific academic assistance,

learning support, or accommodations. Students with few or mild symptoms will likely be able to continue to engage in your class remotely. If any students are seriously ill and in need of more extensive academic support and accommodations, such as EPASS tutoring, extensions of deadlines, course withdrawals, or incompletes, an OUE advisor will contact you as we become aware of specific academic needs.

6. During the period that the student is in isolation and quarantine, feel free to reach out directly to the student to offer your support.
7. If you have questions or concerns about specific students in your course, please contact oue.advising@emory.edu. If you have general questions about your course, academic policies, or quarantine and isolation, please contact Jason Ciejka and Cora MacBeth in the Office for Undergraduate Education at oue.facultysupport@emory.edu.

Frequently Asked Questions

1. Will I be told if my student tests positive or goes into isolation/quarantine?

Students are being asked to inform their instructors if they have tested positive or have gone into isolation/quarantine. If you were in close contact with this student, you will be notified by Contact Tracing.

2. Would I and other students be considered a close contact in contact tracing?

The instructor and students in the classroom are not all close contacts. You will be contacted by Contact Tracing if you are a close contact. However, you may wish to use the COVID-19 screening test available at Emory within 3-5 days of notification by the student. [Screening tests](#) are available to all asymptomatic members of the community, and you may use these tests as often as you wish.

3. If one of my students tests positive or is in isolation/quarantine, do I need to move my class online? How do I need to accommodate that student? Do I need to run a hybrid class?

When students are in isolation or quarantine, instructors should continue to teach the course in-person as they would normally. You do not need to run a hybrid class. See “Supporting Students in Isolation and Quarantine” section above.

4. Can I tell other students in the class that a student tested positive?

No, please do not disclose private student information.

5. How does contact tracing work?

Contact Tracing collects information from a student, staff, or faculty member who has tested positive. You and/or other students will be contacted if you have been in close proximity (6 feet or less) for an extended period of time (more than 15 minutes) over a 24-hour period. When it is deemed necessary, the Contact Tracing Team will reach out to course instructors to gather information regarding classroom set up and seating plans. The Contact Tracing Team is trained to collect the necessary information needed to determine who qualifies as a close contact.

6. If I am contacted by Contact Tracing and told to get tested, should I hold classes remotely until I receive a negative result?

Yes. Please consult with your chair, move your classes online, and wait until you receive a negative test result before returning to in-person teaching.