Quick Guide for CLAS Instructors: Health and Safety during Fall 2020

1. What should I do if a student in my class has tested positive for COVID-19?
   - Remind the student to submit the COVID-19 self-report form, available on the student’s MyUI page and here.
   - Tell the student that the form verifies their COVID-19 absence from class.
   - Remind the student to follow the directions from a healthcare provider about further testing and when to return to class.
   - Check the self-reports for your course each morning.
   - Arrange reasonable accommodations for students who appear on your self-report list.

2. What should I do if a student is anxious about having or being exposed to COVID-19?
   - Ask the student to contact a healthcare provider.
   - Ask the student to follow the recommendations given by the provider about missing class, self-isolating, and further testing.
   - If the student tests positive, take the steps in 1.
   - If the student does not have COVID-19 but missed class, remind the student to submit the “regular” CLAS Absence Form in ICON under Student Tools.

3. What should I do if a student reports that they have COVID-19 but I have not yet received a self-report on the student in daily self-report list?
   - Ask the student if and when the student’s UI self-report form was submitted.
   - Double check all of your daily self-report lists.
   - If the self-report is not found, tell the student that a self-report must be submitted to have a verified absence.
   - Remind the student that the self-report form is on the student’s MyUI site and here.

4. What should I tell my class about students who seem to disappear and then reappear several weeks later?
   - Do not discuss students’ absences publically. See these FERPA guidelines.
   - Continue to remind students during the semester how seek help if concerned about COVID-19.

5. If I do not share the number of COVID-19 cases with the class, how can I protect myself and my students?
   - Continue to remind students to wear face coverings, to wash their hands frequently, and to maintain a safe distance from others in class, when entering and leaving the class, and in the halls.
   - Model this behavior.
• Tell students that various public health offices are tracing contacts of students with positive test results.
• Ask students to respond immediately to these public health calls, voice messages, texts, or emails and to take the action requested.
• Remember that not every absence indicates a positive-test result.

What should I do if the classroom seems too small for the number of people in it?

• Remember that “the classroom standards are based on capacity, not distance. No more than 50% of the classroom capacity may be used.”
• If this standard has not been met, talk to your DEO before requesting a new room.
• Keep the room as clean as possible. Remind students to clean their own desk and chair and be sure that you clean your desk, chair, a table/podium, AV equipment, and writing utensils.
• Facilities Management will provide daily support to restock supplies and will respond on demand as quickly as possible throughout the day to restock these.
• Call 319-335-5071 or follow the QR code located on each station to report outages of supplies.