FAQs for Fall 2021 Instructional Faculty:

(This is an evolving document and it will be updated as needed)

Masking:

1. How are faculty supposed to be the “mask-enforcers” in the classroom, particularly with large lecture halls (like Political Science 155 with 400 students)?
   Like other expectations of adhering to policies such as cheating, you can monitor mask policy compliance similarly.

2. If a student refuses to wear a mask, what should be the faculty member's response?
   Ask the student to mask, offer a mask, then if student does not comply, ask the student to leave. Contact the Office of Student Conduct, Rights and Responsibilities (OSCCR) by making a referral at https://cm.maxient.com/reportingform.php?CSUCHico&layout_id=0 if the student does not comply by masking when requested to do so by faculty member.

3. Will there be common COVID-19/vaccination policy-related language for us to include in our syllabi?
   Yes. This was sent out to Deans, chairs and faculty and will reside on the Instructor Resources webpage which is being updated. https://www.csuchico.edu/coronavirus/faculty.shtml

Vaccine Requirements:

4. Who is keeping track of vaccine status of students and employees?
   Vaccine status is tracked centrally through the PeopleSoft system.

5. Are chairs going to be given a list of attestations or COVID-19 certifications for students?
   No.

6. Will faculty be notified of an exemption in a similar way as they are notified of ARC accommodations?
   As in other cases, faculty with a legitimate need to know, will be made aware of an approved vaccination exemption.

7. Will faculty be able to have access to information about students who are or are not, vaccinated or ask a student’s vaccination status or otherwise ask for vaccination information, including through a classroom poll?
   No. This would be a violation of their health information privacy rights.
**Cases/Outbreaks:**

8. What is the protocol if there is a confirmed positive or cluster of COVID-19 in a class and/or the need to quarantine?
   The COVID Response Team will contact all students enrolled in courses with the confirmed positive to provide direction regarding the need for testing and quarantining. The notification will also include the confirmed positive’s professors and their College Deans and department Chairs.

9. Can the mode of instruction go online temporarily or for the remainder of the semester if the instructor is quarantined but still able to work online (not sick) or will a substitute be provided?
   - If the course is fully in-person or ChicoFlex, the faculty member, department chair, and the Dean will consult to make a determination based on how to best serve student needs and meet the course learning outcomes.

10. What kind of documentation can faculty ask for if a student repeatedly has COVID-19 exposures/symptoms and asks to be excused from class to quarantine?
    Faculty should not request documentation directly from the student. Students will receive direction from the COVID-19 Hotline.

11. If a student says they’ve had an exposure, when can we allow them back in the classroom?
    The COVID-19 hotline team (530) 898-2222) will advise the student about quarantine times and will notify instructors if there is a positive case. Not all exposures lead to positive test results or quarantine.

12. Will students need to provide documentation of a negative COVID-19 test or do they wait a specific amount of time before coming back?
    The COVID-19 hotline team will advise students about quarantine, need for testing and related instructions for their return to campus.

**Class Attendance:**

13. How can we hold students accountable for attendance or course material for fully face-to-face courses if they are following quarantine rules?
    Quarantined students and students in isolation, should be treated like any other students who may have legitimate, medical reasons for missing class. Faculty should do their best to work with quarantined/isolated students, and not penalize or otherwise disadvantage them. Towards that end, flexibility in attendance policies is encouraged.

14. If a student begins the semester in a fully face-to-face class and is not vaccinated by October 1 and does not have an approved exemption, how will their class participation and attendance be handled?
    OSCRR, the Registrar, and the EOC will be working closely with all students who have not completed the process in order to ensure compliance. If a student has not complied by September 30, faculty will be notified of the next steps for their students.
15. Will the instructor be required to provide distance education or alternative assignments for a student who does not comply with the vaccination or masking policy(ies)?
   No, faculty will not have to provide alternative education for students who refuse to comply with the vaccination policy and/or masking requirements.

16. If there is enough room in a classroom, can faculty ask students to social distance?
   Social distancing is not currently required. Yes, a faculty member can make the request, pending classroom capacity.

17. Can a professor prohibit a student entering a classroom if they exhibit signs of cough, cold, illness, etc.?
   No. Faculty should remind their students to conduct a self-assessment before coming to campus and if they have COVID-19 symptoms to contact the COVID-19 hotline.

18. Will the late-withdrawal (up to week 15) policy and “F”→”NC” policy remain in place for Fall 2021?
   No.

19. Can online or ChicoFlex students be switched over to in-person since room caps are back to normal?
   Some students may be taking all remote classes, and are not in Chico, while other in-town students may have transportation or other issues that would make it burdensome for them to travel to campus on a regular basis. Since they registered for an online or ChicoFlex class and may have made corresponding plans, changing the mode of instruction is strongly discouraged. However, with Dean and Provost Office approval, in rare cases, this may be possible.

Office Hours:

20. What are the policies for office hours? Can some or all of them be held online? Would that depend on whether some or all of that instructor’s classes are online?
   The FPPP (1.1.5) provides the following guidance: Office hours will be held in the instructor’s campus office or a designated location on campus during times when the university normally schedules classes and when the instructor is not scheduled to be in class. For students unable to meet during these scheduled office hours, instructional faculty will provide reasonable opportunity for consultation.

   If an instructor is teaching a class to students in remote locations or a class that is substantially online, online or remote office hours are permitted with the approval of the Appropriate Administrator. In order to best promote the objectives of a course, the instructor determines the format of online office hours. For online students desiring to meet face-to-face, instructional faculty will provide reasonable opportunity for consultation.

21. If a student visits a professor during office hours without a mask, can they request the student wear a mask?
   Yes. Everyone must wear a mask indoors, which includes but is not limited to, classrooms, labs, art studios, the library and in faculty offices.

22. Have the rules on faculty office capacity been modified?
Yes, the rules have been modified. Faculty may resume meeting with students in their offices. However, faculty and student(s) must be masked and if space allows, consider social distancing.

23. Can I meet with students outside without a mask?
   If you are able to social distance (6 ft.), this is currently possible; however, out of caution, you may prefer to keep masked.

24. Can faculty be allowed to avoid coming on campus and (for example) have virtual office hours and attend meetings via Zoom rather than in-person?
   Generally, no. However, this is contingent upon on the needs of the college and department as determined by the college dean, department chair, and faculty member.

Faculty Related:

25. What is the protocol for faculty after receiving a positive COVID-19 test?
   Contact the COVID-19 hotline and inform your Dean. If an individual test positive they are required to self-isolate; the COVID-19 hotline will advise you with specific information and follow up if needed. https://www.csuchico.edu/hr/covid-19/index.shtml#hotline

26. Will faculty need to use their own sick leave when they quarantine?
   Yes. There is also supplemental paid sick leave of 80 hours through Sept. 2021 if that employee works or was scheduled to work, on average, at least 40 hours per week https://www.csuchico.edu/oapl/_assets/documents/unit-3-supplemental-paid-sick-leave.pdf

27. For faculty with young children who cannot be vaccinated or who live with other vulnerable others who were ready to come back but feel a bit less comfortable coming back with the Delta surge, what choices do they have in terms of changing their mode of instruction?
   It is understandable to have health concerns. Chico State is committed to the safety of our employees. Data suggests that masking works, and the best way to protect oneself is to mask whenever around others and to social distance when possible. Given that students have already enrolled in course sections and made corresponding plans, the mode of instruction should not be altered except in very rare circumstances when there is compelling need. Such changes must be approved by the Dean of the College.

28. If a faculty member’s teaching load consists of only online courses, does he/she need a “telework contract”?
   No. Telework contracts do not pertain to faculty.

Miscellaneous:

29. What will the library’s open hours be – both for using computers/printing and for a student study space?
   The library will be open for student access and study space. Additional study space has been set aside across campus for students to utilize to study and/or participate in virtual learning.