

CSU, Chico
Faculty Return to Campus Guide
as of August 20, 2020

As we look to the start of the fall semester, our two operational priorities are safety and student success. Toward that end, campus leadership has developed a comprehensive [set of guidelines and expectations](#) for our partial return to campus. These guidelines have been developed following guidance from the CDC, California Department of Public Health, and the Butte County Health Department, but without EVERY community member's adherence to the guidelines and expectations, we are all at greater risk. Your personal actions may make the difference between a successful hybrid fall semester, or a return to a virtual campus environment.

The following offers specific guidance on how faculty can return to campus to resume face-to-face teaching in approved courses, conduct research, and carry out other occasional and essential activities. Each guideline is intended to provide information which enhances safety and health outcomes, but it is the personal choices we all make that will make the difference.

Health and Safety

In addition to the institutional efforts to ensure your health and safety, faculty should follow all [safety protocols](#). Additionally, the WellCat Health Center has launched a **COVID-19 hotline—530-898-2222**—to answer faculty, staff, and student questions about a variety of COVID-19-related topics. Be reminded that all personal health information is protected by [HIPPA guidelines](#). The WellCat Health Center, in partnership with County and State agencies, have established a [protocol](#) for case management of COVID-19 cases on campus.

In an effort to maintain consistent safety protocols campus-wide, faculty are reminded not to implement any individual measures within their classrooms, including but not limited to, taking student temperatures or creating and posting additional signage related to COVID-19.

Returning to Your Classroom

Before the semester begins:

- Know that your classroom and other designated instructional spaces have already been assessed for risk mitigation by the university's Environmental Health and Safety Office, configured for improved safety, and stocked with cleaning supplies. Your classroom has a COVID enrollment cap. If class enrollment is maxed out at the COVID capacity, do not add students to your face to face class during the add/drop period.

- With the exception of chemistry labs, FMS will provide daily cleaning of chairs, tables, door handles, light switches, and countertops. Chemistry faculty should consult with Chris Nichols about appropriate cleaning protocols.
- Cleaning supplies, face coverings, and hand sanitizer will be made available to faculty teaching in-person courses through your departments and/or college offices.
- Strongly consider using the following statement, provided by Student Affairs, in your syllabus:

<start statement>

COVID-19 Face Mask Requirement

In compliance with the [California Department of Public Health](#) state mandate, Chico State requires that all students, staff, and faculty, wear an appropriate face covering in all indoor spaces on campus, including classrooms, labs, studios, and offices, and outside when physical distancing is not possible. Accordingly, all students are required to wear a compliant face mask covering the nose and mouth in order to participate in this course. Failure to comply with this requirement will result in a referral to Student Conduct, Rights, and Responsibilities and disciplinary action being taken against you by the University.

Individuals unable to wear a face covering due to a medical condition should contact the [Accessibility Resource Center](#) by phone at (530) 898-5959 or by email at arcdept@csuchico.edu.

For more information about the state mandate, please visit the [Chico State COVID-19 News & Information](#) page.

<end statement>

When you enter the room, please:

- Prop the door open so students need not touch it repeatedly. (In the event of an emergency evacuation, immediately remove the doorstop so the door can close after everyone exits.)

At the beginning of each class, please:

- Explain the steps that will be taken to protect students, staff and faculty, including:
 - Everyone should assess their own health and NOT attend class if feeling sick or showing any COVID-19 symptoms;
 - Face coverings that meet [California Department of Public Health guidance](#) are required by all when indoors per state mandate and

our Campus “COVID Commitments.” Required student training includes an affirmation of this policy. As with any other medical accommodation, individual students, faculty, or staff may request an exemption from this requirement through [ARC](#). They must do and receive campus approval *prior to* entering any campus building.

- If students are not wearing face coverings, please make one available to the student. FMS will provide a supply of disposable face coverings in each room designated for in-person instruction.
 - If the student refuses, ask them to leave for the safety of others.
 - As a last resort, as is the case with any safety consideration, University Police (x5555) may be contacted to escort a non-compliant student from the room.
 - Failure to comply with this requirement will result in a referral to Student Conduct, Rights, and Responsibilities and disciplinary action may be taken against the student by the University.

During class, please:

- Monitor that all of the above practices are being continually followed and implemented. Reminding students will likely be necessary.
- When moving in active classes, maintain a distance of 6 feet from others;
- Avoid sharing PPE such as glasses, respirators, gloves, etc. If PPE must be shared (e.g. laser safety glasses), it must be disinfected thoroughly between users;
- Use disinfectant wipes, or spray to disinfect commonly touched surfaces before and after use. The use of disposable gloves is an acceptable alternative as long as they are used correctly, understanding that they are only a simple barrier. Contaminated gloves, used to receive a cell phone call or text, can easily spread contamination to the phone and/or user;
- Practice basic COVID hygiene: Wash hands frequently or use hand sanitizer, if washing is temporarily unavailable. Use good cough & sneeze etiquette - cough or sneeze into an elbow, not your hand.

At the end of class, please:

- Set aside time for students to disinfect surfaces they have touched with disinfectant wipes or sprays.
- You should disinfect any used equipment, the instructor’s computer, desk, podium, and audio/visual control points.
- Finally, please wipe the door handle on the way out, prior to allowing the next class to enter.

Cleaning computers and other electronics

- Use only a lint-free microfiber cloth in the cleaning of these items
- Use 70% isopropyl alcohol
- Spray the cleaner onto the cloth, do not spray the cleaner directly onto the equipment
- Do not submerge the equipment in the liquid cleaner

If you are supervising an off-campus internship/experiential learning placement, please consult with your departmental/unit chair and/or coordinator for guidance.

Student use of labs outside class time

Students may not use labs outside of scheduled class time.

Use of Faculty Offices

We anticipate that most faculty and staff will be working remotely for the semester or until we are authorized to resume face-to-face instruction. Thus, you should use your office, as briefly as possible, only for essential teaching, scholarship, or service tasks that cannot be completed from home. Some buildings will be at lower-level air intake and environmental comfort levels, and cleaning protocols cannot be maintained by Custodial staff if approvals and visit logs are not maintained.

If you need to access your office, you must:

- Seek approval from your Dean by providing a clear justification for the type of activity that requires a campus visit;
- Use your College's campus visit log to document your time on campus;
- Work alone in the space; you may not meet with students or colleagues in your office per social distancing requirements. You may remove your face covering while working alone in an individually assigned office when your door is closed.

Use of Research Spaces

Research and other scholarly activities that may not be conducted remotely may be resumed through the [risk assessment and formal approval process](#).

Reminder: Be Prepared to Go Virtual

The university may, at any time and with minimal notice, choose or be directed to shift away from in-person instruction. Please be aware that you may need to make this transition quickly and at any time.

Students who cannot attend in-person classes

A student who begins an in-person class but is unable or unwilling to continue in-person for COVID-related reasons has a right to complete the course virtually. In

such cases, please work with your department chair and, if necessary, dean, to find an accommodation for the student. This may require that you provide virtual instruction to the student.