

Faculty Classroom Guide

Fall 2021

This document is meant to be a guide for faculty in addressing COVID-19 related issues in the classroom. It will not address every situation. Should you have a question that is not addressed in this document, please email covidresponse@kennesaw.edu.

COVID-19 Vaccines

All faculty, staff and students are eligible to receive the COVID-19 vaccine on campus and are encouraged to get vaccinated. Please call the Student Health Clinic at 470.578.6644 to schedule an appointment. Visit the [KSU Coronavirus website](#) for more information.

Students, faculty and staff should not be asked about their vaccine status, and students should not be segregated in a classroom or from other instructor-student interactions (office hours, group work, field trips, labs, etc.) based on their vaccination status.

Student & Faculty/Staff Testing Options

Testing is available daily on each campus. Please visit the [KSU coronavirus website](#) for current testing options.

Students Experiencing Symptoms or Reporting that they have tested positive for COVID-19

- ⇒ If a student reports to you that they have tested positive for COVID-19, please ask them to leave campus/remain away from campus and report their positive case to KSU through [self-reporting form](#) or via the LiveSafe app <https://livesafe.kennesaw.edu>.

- ⇒ If your student informs you that they have any symptoms below, you should direct them to remain at home and contact student health services or their health professional.

- Cough
- Fever of 100.4 or higher
- Runny nose or new sinus congestion
- Shortness of breath or difficulty breathing
- Chills
- Muscle aches
- Headache
- Sore Throat
- Fatigue
- New Gastrointestinal symptoms
- New loss of taste and/or smell



Faculty Notification for Students Directed to Self-Isolate or Quarantine

- ⇒ When a student reports to KSU that they have tested positive for COVID-19 or receives a positive test at the Student Health Clinic, they are directed to self-isolate and their faculty members will be notified via email. Notification will be sent to any faculty member who is the instructor of record for any face-to-face or hybrid class, informing them the student is in self-isolation or quarantine and providing the end date when the student is able to report to campus again.
- ⇒ Students who are tested off campus must report positive test results in order for faculty to be notified. Reporting can be done via the [self-reporting form](#) or the LiveSafe App. Students will be asked to provide a copy of their test results. The COVID Response Team will automatically be notified if a student tests positive following a test at the Student Health Center.
- ⇒ Faculty teaching on-line classes may be notified if the student's illness is severe enough that they cannot participate in on-line learning.
- ⇒ Faculty should ensure that the students who have tested positive do not report to in-person class for the entire isolation period. For more information about Georgia Department of Public Health guidelines for individuals who test positive for COVID-19, see below or [click here](#).
- ⇒ Students who test positive should be accommodated in respect to making up work missed during a quarantine/isolation period.

Student Close Contacts/High Risk Exposures

- ⇒ If a student has been named as a “close contact” or confirms “high risk exposure”, they should quarantine and should monitor their health for fever, cough and shortness of breath during the 14 days after the last day of close contact with the sick person with COVID-19.
- ⇒ Fully vaccinated individuals are exempt from quarantine requirements if they remain asymptomatic.
- ⇒ The faculty member may request documentation from the student if they are notified by a student of the need to self-quarantine.
- ⇒ Faculty and students may contact the COVID Response Team at covidresponse@kennesaw.edu if they have any questions about quarantine guidance.
- ⇒ If a student comes to class prior to the end date of their quarantine period, the faculty member should ask them to leave the classroom and should report the student to the Dean of Students at deanofstudents@kennesaw.edu.

Important Definitions

- ⇒ An individual should **quarantine** when they may have been exposed to the COVID-19 virus.
- ⇒ An individual should **isolate** when they have tested positive for the COVID-19 virus, even if they do not have symptoms.

Masks

- ⇒ Faculty, staff, students and visitors are encouraged to wear an appropriate face covering while inside campus facilities. Unvaccinated individuals are encouraged to social distance, when possible.
- ⇒ Should a student need one, masks are available for anyone who forgets their mask in nearly every building on campus. Go to <https://oem.kennesaw.edu/mask-locations.php> to find the nearest location.
- ⇒ If a faculty member has questions about a specific scenario that is not addressed in this guide, they can email covidresponse@kennesaw.edu for assistance.
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Classroom Size and Set Up

Classrooms have been returned to normal setup/modality for fall and classes will be scheduled according to the classroom capacity. Unvaccinated students that request that they be allowed to social distance should be allowed if room size permits. All classrooms are cleaned each evening, and disinfectant wipes are provided in each classroom for additional cleaning.