

**Southwestern University  
Frequently Asked Questions  
Faculty and Staff  
COVID-19 Policies, Procedures, and Protocols  
Spring, 2022**

As a follow-up to President Trombley's message dated January 4, 2022 about the University's COVID-19 related Health and Safety Policies for the spring semester, below are FAQ's we have prepared for faculty and staff which provide details about the protocols associated with the updated policies. Many of the faculty/student specific FAQ's included here have already been shared with the faculty and academic support staff by Alisa Gaunder, Dean of the Faculty, but we have also added FAQ's dealing with the most recent CDC guidance, particularly regarding the new self-isolation and self-quarantine protocols. We will update these FAQ's as may be needed.

**Q1: What is the date of the most recent CDC guidance on self-isolation and self-quarantine protocols?**

A: December 27, 2021, click [here](#).

**Q2: What is the difference between self-isolation and self-quarantine?**

A: The CDC states that "isolation relates to behavior after a confirmed COVID-19 infection. Quarantine refers to the time following exposure to the virus or close contact with someone known to have COVID-19."

**Q3: What is Southwestern's self-isolation policy and protocol?**

A: If you test positive for COVID-19 or are otherwise confirmed to be infected with COVID-19, you are required to self-isolate for five (5) days, regardless of your vaccination status. The return-to-work protocol is as follows:

1. If you don't have symptoms or you have symptoms that are improving within the first 5 days of isolation, and you have been following the CDC guidance for isolation/ending isolation, then you should send an email (or written note upon your return) to Elma Benavides in the HR department indicating that you have met the criteria to return to work after the 5th day of isolation. When you return to work on campus, you must wear a well-fitting mask for an additional 5 days any time you are around others.
2. If your symptoms don't improve within the first 5 days of isolation or you are having severe symptoms, you will need to continue to self-isolate in accordance with CDC guidance and provide a return to work release from your healthcare provider. Note: if you have a fever, continue to stay home until your fever resolves. You should be fever-free for at least 24 hours without the aid of medication before returning to work.

The University does not require a negative test to return to work.

**Q4: What is Southwestern’s self-quarantine policy and protocol?**

A: The answer to this question depends on your current vaccination and booster status:

1) If you were exposed to someone with COVID-19 (or you’ve been identified as a “close contact”), and you have been boosted, OR you have completed the primary series of the Pfizer or Moderna vaccine within the last six (6) months OR you completed the primary series of J&J vaccine within the last 2 months:

- a. You can report to work, but you must wear a well-fitting face covering for 10 days any time you are around others.
- b. You should get a COVID-19 test on day 5.

*If you develop symptoms, get a test and stay home until you receive your test result, then contact the HR office and follow the appropriate protocols.*

2) If you were exposed to someone with COVID-19 (or you’ve been identified as a “close contact”), and you completed the primary series of the Pfizer or Moderna vaccine over 6 months ago and are not boosted, OR you completed the primary series of J&J over 2 months ago and are not boosted, OR you are considered by the University to be in the broader “unvaccinated” group (for example, you are exempted from vaccination, you have declined to disclose your vaccination/booster status, you are unvaccinated, etc.):

- a. Stay home (“self-quarantine”) for 5 days. After that continue to wear a mask at all times around others for 5 additional days.
- b. You should get a COVID-19 test on day 5.

*If you develop symptoms, get a test and stay home until you receive your test result, then contact the HR office and follow the appropriate protocols.*

**Q5: Is the University requiring that faculty and staff be vaccinated and boosted?**

A: No. The University continues to strongly recommend that all faculty and staff be vaccinated, and once vaccinated, to be boosted according to the recommended timing for boosters.

**Q6: Will the University discipline faculty and staff who have chosen not to be vaccinated or boosted?**

A: No. Vaccination (and booster) is recommended and strongly encouraged, but not required for faculty and staff.

**Q7: What are the impacts for faculty and staff who do not wish to submit their vaccination status or have decided not to get vaccinated (not including booster status)?**

A: There are a number of items that will impact this group of individuals as compared to those who are fully vaccinated:

- The University will consider this group of individuals to be “unvaccinated.”
- Individuals in this group will continue to be subject to mandatory weekly COVID-19 testing during the spring semester starting the week of January 10, 2022 and continuing until they are fully vaccinated or the University changes its current policy.
- Mandatory weekly on-campus PCR testing will be conducted by Community Labs and at this time the testing cost will be paid by the University. Specific information about this process will be sent to each individual in this group.
- This group will be required to adhere to all masking, distancing, avoiding crowds, protocols.

- The unvaccinated group will be required to self-quarantine for at least 5-days if they have been exposed to someone who has tested positive for COVID-19. For staff members, it will be necessary to use sick leave during the self-quarantine period. Faculty members will need to coordinate with the Dean of the Faculty and their Department Chair to ensure that their classes are covered during the self-quarantine period.

**Q8: Who is included in the “unvaccinated” group that must be tested each week?**

A: The testing pool will include all staff and faculty who:

- disclosed that they are not currently vaccinated
- chose to not disclose their vaccination status to the University
- have not responded to the University’s request for vaccination status
- received approval for an exemption from vaccination based on religious or medical reasons

**Q9: Will mandatory weekly testing continue during the spring, 2022 semester?**

A: Yes. Weekly testing for faculty and staff will recommence on January 12, 2022. A separate communication has been sent to all faculty and staff who will be participating in the weekly testing to provide details about the schedule and the process.

**Q10: Will those who have not yet been boosted now have to participate in the mandatory weekly testing process?**

A: No. The mandatory testing process remains in place for those individuals who fall into the broader “unvaccinated” category, which only considers the vaccination status (not the booster status). So, while un-boosted individuals will have to self-quarantine for five (5) days, they will not have to go through the weekly testing process throughout the semester and they will remain eligible to receive Emergency-Related Approved Leave (“ERAL”) if they should need to self-quarantine.

**Q11: Under the new self-quarantine protocols, a test should be taken on day 5. What type of test should be taken?**

A: Whenever possible, and assuming the potentially exposed person is not exhibiting any symptoms, the University will attempt to schedule the person for the next scheduled weekly testing process on campus. Weekly testing occurs each Wednesday from 4:00 p.m. – 5:30 p.m. If, though, the timing of the 5<sup>th</sup> day does not closely match the weekly testing schedule, then the person will need to make arrangements to take a PCR test and provide the results to Renee Maule at [mauler@southwestern.edu](mailto:mauler@southwestern.edu) in the HR office.

**Q12: Will the University provide easy access to obtaining a COVID-19 booster?**

A: Yes. A vaccination/booster clinic will be held on campus on January 21, 2022. More information about this is forthcoming.

**Q13: Where can I get a COVID-19 vaccine or booster if I choose to do so?**

A: Vaccines and boosters are widely available, including many CVS, Walgreens, and Randall’s pharmacies and through many healthcare providers. Also, the University will be hosting a vaccine/booster clinic on January 21, 2022. More information about this is forthcoming.

**Q14: What if my vaccination status has changed or if I have decided to change my answer(s) on the self-attestation form since I originally reported it to the University?**

A: Please provide any changes or updates to your vaccination status and/or booster status to the Peggy Freitas, benefits coordinator in the HR Office at [freitasp@southwestern.edu](mailto:freitasp@southwestern.edu) as soon as possible. This information will remain confidential, but will also help us maintain an accurate vaccination and booster status for our community. The updated COVID-19 Vaccine and Booster Self-Attestation form can be found [here](#).

**Q15: What do I do if I want to submit my vaccination or booster status to the University?**

A: You can send a copy of your vaccination or booster status record or a completed [COVID-19 Vaccination and Booster Self-Attestation form](#) to Peggy Freitas, benefits coordinator, at [freitasp@southwestern.edu](mailto:freitasp@southwestern.edu) in the HR office. You can also send a hard-copy of your vaccination or booster record or completed Attestation form to the HR office through inter-office mail. Please enclose your document(s) in a sealed envelope and mark it “confidential.”

**Q16: Where can I find an updated COVID-19 Vaccination and Booster Self-Attestation form?**

A: The updated form can be found [HERE](#)

**Q17: Can faculty and staff who are classified as “unvaccinated” get their weekly tests at a different facility that is free?**

A: No. At this time, the University is requiring that the weekly testing be conducted through the on-campus testing process with Community Labs.

**Q18: How does a faculty or staff member request an exemption to vaccination based on religious or health reasons?**

A: Faculty and staff may request an exemption based on religious or medical grounds by contacting Elma Benavides in Human Resources at ext. 1441 or [benavide@southwestern.edu](mailto:benavide@southwestern.edu) for more information. Once the request has been reviewed and approved, the individual will still need to participate in the mandatory weekly testing process.

**Q19: If a faculty or staff member has already submitted their self-attestation form indicating that they are not vaccinated or do not wish to disclose their vaccination status, can they still request an exemption to vaccination based on religious or health reasons?**

A: Yes. They should contact Elma Benavides in the Human Resources office as noted above.

**Q20: Is the University requiring masking for everyone?**

A: Yes, the University is continuing to require face masks to be worn indoors by all students, faculty, staff, and visitors on our campus. KN95 masks are strongly encouraged. Surgical masks are the next best option. Masks are not required in outdoor settings. Masks may be removed in private areas such as residence hall rooms, offices, and while dining or drinking. Additionally, the University urges all members of our community to wear masks, practice physical distancing, and avoid gathering in large crowds while they are on and off campus.

**Q21: How can members of the campus community monitor our COVID-19 related cases, contacts, and vaccination/booster data?**

A: This information will be included on our [COVID-19 Dashboard](#) on our website.

**Q22: Will the University continue to conduct contact tracing?**

A: Yes. The University will continue to utilize contact tracing to identify anyone who has been directly exposed to COVID-19.

**Q23: Will it be required for students, staff, and faculty members who test positive to report this information?**

A: Yes. Faculty and staff will be asked to report a positive COVID test to their supervisor (for staff) or to the Dean of the Faculty (for faculty) and to Elma Benavides in the HR office. The individual should immediately begin a 5-day self-isolation period. The HR office will begin the contact tracing process and communicate with the supervisor of the affected area.

**Q24: What happens if a faculty or staff member tests positive for COVID-19?**

A: It is important for the faculty or staff member to immediately inform Elma Benavides in the HR Office and their supervisor (for staff) or the Dean of the Faculty (for faculty) and begin a 5-day self-isolation period (regardless of vaccination or booster status). The supervisor and appropriate Senior Staff member (for staff) and the Dean of the Faculty together with the Department Chair (for faculty) will determine if the faculty or staff member is able to continue to perform their work remotely (if they do not become ill) or whether the University will provide Emergency Related Approved Leave (“ERAL”). For staff, remote work requires the approval of the appropriate senior staff member.

**Q25: What happens if a faculty or staff member who is fully vaccinated and boosted has a child who is potentially exposed to someone who has COVID-19 and they are unable to be vaccinated due to their young age, and are being required to self-quarantine by their school or daycare facility?**

A: Because the faculty/staff member is fully vaccinated and boosted, they should continue to report to work as usual. Both faculty and staff will need to coordinate child care or course coverage as they did prior to the pandemic. If a complicated illness situation arises that could require sustained absence, the faculty member and department chair should reach out to the Dean to develop a plan. Staff members should contact their supervisor and the HR office. Staff members can use sick leave to take care of their child in accordance with the Staff Handbook.

**Q26: What happens if a staff member who is fully vaccinated and boosted independently chooses to self-quarantine or otherwise remain at home for any number of days due to their potential exposure to someone with COVID-19?**

A: That leave time (vacation if they are not ill, or sick leave if they become ill) should be coordinated with their supervisor in accordance with the use of vacation and sick leave sections of the Staff Handbook.

**Q27: As a follow-up to the prior question, is remote work possible for staff members in this situation?**

A: At this time, the University is only providing remote work with the approval of the applicable Senior Staff member.

**Q28: Are there any travel restrictions for faculty and staff?**

A: No. There are no restrictions on faculty or staff domestic or international travel other than restrictions imposed by government entities, airlines, or other travel providers.

**Q29: Is it o.k. for a faculty or staff member to ask another faculty or staff member if they have been vaccinated or boosted?**

A: It is best not to ask that question directly of anyone. Again, faculty and staff members are not required to provide an explanation for why they have or have not received a COVID-19 vaccination or booster. Many individuals will openly disclose their vaccination status to others, which is fine; however, faculty and staff members should not be pressured (or feel pressured) to answer any question regarding their vaccination or booster status. It is important to recognize that there may be fully vaccinated and boosted individuals who choose to practice health and safety protocols that the University is not requiring of them - avoid assuming that these are unvaccinated individuals. It is also very important to avoid making negative or derogatory comments or non-verbal facial or physical expressions that may be perceived as negative if you learn that someone is not vaccinated (for example, asking why, rolling your eyes, shaking your head back and forth, sighing, etc.).

**Q30: What are the definitions of “close contact” and “potential exposure”?**

A: The CDC defines a “close contact” as someone who has been closer than six feet to the infected person for 15 or more minutes. The term “potential exposure” is used interchangeably with “close contact.” It is important to note that for the University’s contact-tracing process, the Southwestern faculty or staff member who reports that they have been “potentially exposed” to someone with COVID-19 needs to know that that person has officially tested positive for COVID-19 or that they have been confirmed to have COVID-19 by a healthcare provider. For example, if a Southwestern faculty or staff member attends a family gathering and they are then notified that someone who attended the gathering has now tested positive for COVID-19 *and* the faculty or staff member was closer than six feet to the infected person for 15 or more minutes, then they would be considered a “close contact” and would need to follow the appropriate health and safety protocols according to their own vaccination status. “Potential exposure” does *not* mean that someone believes that they might have been exposed to someone with COVID-19 because, for example, they were behind them in line at the grocery store and the person was coughing or sneezing.

**Q31: Can I know who in my area is not vaccinated or boosted?**

A: No. HR is required to keep the actual vaccination (and booster) status of each employee confidential.

**Q32: If someone decides to start their vaccination process, will the University provide paid time off for them to go get their shot during the regular workday?**

A: Yes, if it is needed. Staff members should coordinate with their immediate supervisor in accordance with regular procedures and the supervisor should contact the HR office for approval of Emergency-Related Approved Leave (“ERAL”).

**Q33: If someone decides to start their vaccination process and becomes ill from their reaction to the vaccine, will the University provide paid time off while they are experiencing side effects?**

A: Yes. Staff members will need to inform their immediate supervisor and the HR department if they are absent from work because of illness from a COVID-19 vaccination or booster, and ERAL will be provided. If a faculty member is not able to teach, the dean of the faculty will work with the department chair to develop a plan for course coverage during the illness.

**Q34: If someone has started their vaccination process but then is potentially exposed to someone with COVID-19, will the University provide them with paid leave (Emergency-Related Approved Leave) if none (or just some) of their job can be performed remotely?**

A: Yes. This needs to be coordinated with the HR department. Any remote work requires the approval of the appropriate senior staff member.

**Q35: Is the University keeping the details of faculty and staff vaccination status confidential?**

A: Yes. Private medical information is held in confidence. The University has not disclosed details about anyone's vaccination status to anyone in the community. We may ask supervisors to remind all staff members in their departments to respond to the University's request. We also asked supervisors to remind those staff members in their departments who fell into the "unvaccinated" group to preregister for the weekly testing on the Community Labs website and to offer their assistance if it was needed. However, the specific category that a faculty or staff member is in (see question #8) was not shared with the supervisors—only that they currently fall within the broader group of individuals who the University considers to be “unvaccinated” for weekly COVID-19 testing purposes.

**The following FAQ's were previously shared with the faculty and the academic support staff by Alisa Gaunder, Dean of the Faculty.**

**What is the rationale behind the two-week timeline for both remote and in-person classes?**

The University considered several options prior to making the decision for a mixed start of in-person and remote offerings. Three semesters of in-person instruction have shown no evidence of classroom transmission following our masking, social distancing and vaccination protocols. That said, a mixed start allows a more gradual return to in-person interactions and provides time for us to monitor and adjust based on empirical information we are collecting (including student in-take testing prior to the first day of class and community testing on January 19, nine days into the semester).

**Why didn't the University delay the start of the semester?**

A delayed start posed many challenges. Such a start would have required amendments to the calendar, including changes to spring break, summer school and/or summer study away programs. Students' return to campus is also complicated and varied. Some students in campus apartments did not leave due to work, internships, etc., and some early arrivals began returning on January 2 (athletes, RAs, student employees). Other students had travel arrangements to return for the start of classes on January 10.

**Do students have to attend in-person classes?**

Yes. The expectation is that students enrolled in classes that are meeting in person for the first two weeks will be present in the classroom for each class session unless they are sick or are experiencing symptoms (or have a University excused absence). This has been communicated to students by the Dean. Faculty are welcome to work with students on attendance on a case by case basis in line with their attendance policy.

**What if a student is unable to attend the first class session because they have not received a negative COVID-19 test?**

Students who are awaiting test results have been instructed to communicate directly with their faculty. If a student is unable to attend class for this reason, faculty are asked to be flexible and provide options for synchronous engagement in a remote or hybrid format or for asynchronous engagement

through class assignments (such as discussion questions, reading summaries or critiques, problem sets, video recordings, etc.) until students can provide a negative test result. Using remote office hours to meet with students unable to attend class due to illness or delayed test results is another way to keep students from falling behind.

**Will students who do not live on campus have to present a negative test to attend classes?**

Yes, they will.

**What if a student is unable to attend class because they have to isolate or quarantine?**

Faculty should have measures in place for students who have to isolate or quarantine throughout the semester and for students who are awaiting test results. These measures could include engagement through remote office hours or email or asynchronous engagement through class assignments (such as discussion questions, reading summaries or critiques, problem sets, video recordings, etc.) until the student is cleared to return to class.

**Can I require my students to wear KN95 masks or even surgical masks in class?**

Based on our current policies, we are not requiring students to wear a particular kind of mask. We are working on a community message to further educate students, faculty and staff on masking.

**Will the University be requiring a test on day five for all exposed students before being cleared for return to class/work?**

The Health Center will test all students who have been identified as close contacts on day 5 with a same-day-result PCR test, administered in the SU Health Center. Protocols for faculty and staff are available [here](#).

**If faculty/staff test positive for COVID-19 are they required to have a medical release to return to work?**

Faculty and staff who test positive for COVID-19 or are otherwise confirmed to be infected with COVID-19, are required to self-isolate for five (5) days, regardless of their vaccination status. The return-to-work protocol is as follows:

- If the faculty/staff member hasn't had any symptoms or have symptoms that are improving within the first 5 days of isolation, and has been following the CDC guidance for isolation/ending isolation, then they should send an email (or written note upon their return) to Elma Benavides in the HR department indicating that they have met the criteria to return to work after the 5th day of isolation. When they return to work on campus, they must wear a well-fitting mask for an additional 5 days any time they are around others.
- If the faculty/staff member's symptoms don't improve within the first 5 days of isolation or they are having severe symptoms, they will need to continue to self-isolate in accordance with CDC guidance and provide a return to work release from their healthcare provider. Note: If the faculty/staff member has a fever, they should continue to stay home until the fever resolves. They should be fever-free for at least 24 hours without the aid of medication before returning to work.

The University does not require a negative test to return to work and relies on the CDC's guidance for "clinical recovery."

**Should we record our booster information with HR? Who would be the contact for this? How should we submit this info?**

Faculty/staff will be asked to voluntarily submit their booster information similar to how vaccination status was requested. The contact within the HR department will be our Benefits Coordinator, Peggy Freitas (freitasp@southwestern.edu).

**Are students also being asked to submit booster information to the Health Center, and will these data be reflected on the dashboard?**

Yes. Student Life, specifically Health Services, will be reaching out to collect booster information. The University will be hosting a vaccination/booster clinic on campus in partnership with Williamson County. The clinic will be on Friday, 1/21/22 with more details to come. The inclusion of booster information on the dashboard will be decided at a future Health and Safety Committee meeting.

**The CDC includes the following quarantine guidance for un-boosted/un-vaccinated individuals. Will SU be including this guidance on the health & safety page and advising students accordingly?**

- *"Do not go to places where you are unable to wear a mask, such as restaurants and some gyms, and avoid eating around others at home and at work until after 10 days after your last close contact with someone with COVID-19."*

Yes. The University will share the updated CDC guidance (click [here](#)) and encourage everyone to follow it, particularly those who are in isolation or in quarantine.

**I want to teach in-person. What can I do to prevent students from expecting hybrid instruction?**

We recommend sending the following message to students informing them of the expectations of in-person instruction:

*As noted in President Trombley's recent email, faculty have been asked to designate their classes as either remote or in-person for the first two weeks of the semester (through January 21). Students in Course Title will meet in-person for each class period. For classes offered in-person, the expectation is that students will be physically present in the classroom for each class session unless they are sick or are experiencing symptoms (or have a University excused absence). As a reminder, masking continues to be required in all campus buildings with KN95 masks strongly encouraged.*

**What technology options do I have for delivering courses remotely during the first two weeks of the semester?**

Southwestern has two methods of providing "live" remote classes and/or meetings.

1. [Google Meet](#) - available to all students, faculty, and staff
2. [RingCentral Video Meetings](#) - available to full-time faculty as the product is part of our RingCentral telephone system. Non full-time faculty can join without an SU account but cannot create RingCentral Video meetings.

The recommendation is to create Google Calendar event/s and choose [Google Meet](#) or [RingCentral Video Meetings](#) in the options. This will create a "permanent" link for your class/es. Place the link to the *Google Meet* or *RingCentral Video Meetings* on your Moodle course page/s for easy access by your students.

**If we change our plans during the first two weeks in terms of mode of instruction, who should we notify?**

You should notify your students as well as your department chair.

**Does the University have guidance on (student) attendance policies?**

To the extent that you are able to maintain a flexible attendance policy, that would help with the realities of the latest surge of the Omicron variant. We are communicating to students that faculty will work with the Center for Academic Success to support students in their learning when quarantined or in isolation. One option is asynchronous activities; another is remote office hour meetings.

**What is the difference between asynchronous activities and asynchronous instruction?**

Asynchronous refers to “out of class.” Asynchronous activities are the equivalent of “homework.” Examples of potential asynchronous activities for students could be reading assignments, problem sets, student creations, questions regarding course readings, reflections, etc. Asynchronous instruction includes recorded lectures or class sessions. We are not asking for asynchronous instruction. If you can share powerpoint slides or videos with students who have missed class because these materials are part of your normal pedagogy, we ask that you consider doing so to provide a pathway to success.

**Will we be required to have seating charts?**

Yes. Because classrooms are distanced at three feet, a student might be a close contact. Please post a seating chart on Moodle so students can access and report who they are sitting near should they need to engage in contact tracing. If you change the chart for the day, you need to update the chart with the date. [Here is a link to a document containing floor plans](#) for most teaching spaces. (Note: Not all slides have been updated to reflect recent changes so please visit your classroom(s) before using these slides to make seating charts.)

**Given the seating chart requirement, will we still have the option to put desks in a circle around the perimeter of a room?**

Yes. You are still able to arrange the furniture in a distanced circle. You can make a seating chart for the circle.

**Are we required to use Moodle?**

Yes. We are asking that all faculty post their syllabi (which outline the mode of instruction for the first two weeks) and seating charts on Moodle. If you use a different learning management system, you can alert students to this on the Moodle landing page. We are asking that you do this to prevent confusion among students as to where to access course information for all of their courses.

**Are faculty and staff required to test on campus on January 19?**

Yes. Faculty and staff need to make themselves available on campus on January 19 for community testing between the hours of 12:00 noon – 5:00 p.m. Testing will also be available on January 12, 2022 between the hours of 4:00 p.m. – 5:30 p.m. If you have extenuating circumstances that pose a hardship or barrier to being on campus, please contact Elma Benavides at [benavide@southwestern.edu](mailto:benavide@southwestern.edu) in the HR office.

**Will the data from the January 19th community testing be shared on the dashboard?**

Yes, it will be shared.

**Do we need to be tested again on January 19 if we tested independently recently and have not had COVID-19?**

Yes. All members of the SU community will be required to participate in the January 19th testing on campus.

**Is there a sense of what percentage of positives would have to be present in community testing to return to fully in-person?**

The Health and Safety committee and Senior Staff will discuss the totality of circumstances that will be taken into consideration for an alternative to the current plan. Testing is a key element in collecting empirical data from which to make informed decisions.

**What if a student is hesitant to attend an in-person class, especially immunocompromised students?**

Immunocompromised students who are hesitant to attend class should reach out to Jen Smull (smullj@southwestern.edu) to discuss options.

**The dashboard was not updated when the University was closed. How many cases have been reported over the last two weeks?**

We have had 11 new cases (9 staff and 2 faculty) between December 22, 2021 and January 5, 2022.

**What should faculty communicate to students about the first two weeks of class? Can you provide some sample language?**

*For faculty who plan to meet in-person for the first two weeks:*

As noted in President Trombley's recent email, faculty have been asked to designate their classes as either remote or in-person for the first two weeks of the semester (through January 21). Students in Course Title will meet in-person for each class period. For classes offered in-person, the expectation is that students will be physically present in the classroom for each class session unless they are sick or are experiencing symptoms (or have a University excused absence). As a reminder, masking continues to be required in all campus buildings with KN95 masks strongly encouraged.

*For faculty who plan to teach remotely for the first two weeks:*

As noted in President Trombley's recent email, faculty have been asked to designate their classes as either remote or in-person for the first two weeks of the semester (through January 21). Students in Course Title will meet remotely for each class period. You may click on this [link](#) to join the class meeting. The expectation is that students will actively participate in each class session.

**Can the library provide digitized DVDs if we are teaching remotely during the first two weeks?**

No. The library cannot provide a digital copy of in-house films and library-owned DVDs. While the library allowed this practice earlier in the pandemic, we have been advised that this needs to cease as it does violate copyright law and makes us susceptible to legal issues.

**How is the library supporting quarantined and/or isolated students?**

The library does have a program to assist students in quarantine that need access to DVD videos, books, and other physical library materials. Students or other personnel can send requests to Jean Whewell (whewellj@southwestern.edu) to receive these materials. Jean will prepare requested materials for pick up or delivery to the student in need. Please note that submissions will be reviewed during business hours and filled as soon as reasonably possible. Please include specific chapters or pages of Desk Reserve books and contact information to coordinate drop-off or pick-up location and time. Materials with high demand will need to be returned promptly to the library after use. All materials upon return will be cleaned before shelving and use. For reference assistance with finding materials or sources for your project, please contact the research team at <https://askalibrarian.southwestern.edu/>.

**Are we having classes during the Brown Symposium? Do you know how flexible we need to be?**

[Brown Symposium](#) (February 16-17) is a University Priority Event. Priority Events are those events to which no student, faculty, or staff member may be denied the opportunity to attend because of a conflicting meeting or event, including normally scheduled classes. Please work with students who request to attend this event. Tickets will be required for entry into each session (Wednesday morning, Wednesday afternoon, Thursday morning). Live streaming of the event will also be available. The schedule for the Symposium, with information about the speakers, is available [here](#). Students, staff, and faculty should contact Fay Guarraci (guarracf@southwestern.edu) for ticket information and availability.

**Can we hold class or have assignments due on SUnity day (2/23/2022)?**

No. Classes will not be held on SUnity days. Assignments also should not be due on this day to allow the community to participate in the event. Please make note of SUnity Day on your syllabus.

**Is there a way to de-densify labs?**

Faculty who would like to explore different ways to organize their labs should reach out to their department chair and the Dean. Last semester we provided the opportunity for some labs to function on an A/B schedule and worked with faculty to explore asynchronous activities for students during the times they were not in class. We are happy to brainstorm options with faculty moving forward.

**Is there a way to de-densify once-a-week classes?**

If you are concerned about teaching a once a week seminar you might consider switching the course time to twice a week 75 minutes. We are happy to brainstorm other options with faculty with a discussion of the context and concerns.

**Can a student worker work remotely for the first two weeks?**

No. Student workers, as well as staff, will work on campus. If a student (or staff member) needs remote accommodations due to illness or symptoms, they should consult their supervisor.

**Can off-campus guests visit campus?**

Yes. At this time, we are not closing the campus to visitors.