

Academic Program and Learning Space Protocols

ASU-Beebe offers a large assortment of course offerings and programs across four campuses. All programs, where applicable, will adhere to building and classroom protocols outlined below. In addition, all ASU-Beebe employees must follow the Coronavirus Protocols for Employees.

Face Masks/Coverings and Social Distance

- Except when the employee is in his or her personal workspace where social distancing can be maintained, facemasks must be worn in all ASU-Beebe indoor facilities until further notice. To facilitate instruction, in certain instances, faculty may remove masks while lecturing if adequate social distancing can be maintained.

Classrooms, Labs, Learning Spaces, and Common Areas

- Classrooms, labs and common areas have been formatted to take social distancing into consideration. Please remain compliant with room designs.

Course Syllabus Template and University Syllabus

- All course syllabi, regardless of delivery method, are to have the following statement included.
 - **Notice Concerning the Possibility of Interruption of Instruction Due to a State of Emergency:** ASU-Beebe reserves the right to adjust the mode of instructional delivery and the dates included in the Academic Calendar due to a local, state or national emergency, which includes issues related to COVID-19 pandemic.
- This statement has been added to the [University Syllabus](#).

Attendance

- Attendance will be taken each class period. **Where applicable, faculty with brick and mortar, face to face classes are to create a seating chart of assigned seats.** The seating chart is necessary to assist with contact tracing in the event a student tests positive for COVID-19, or is identified as a direct contact to someone who has tested positive for COVID-19.

Cleaning and Sanitizing

- Each classroom, lab, computer lab, learning space, and common area will be stocked with sanitizing wipes and hand sanitizer. Faculty, staff, and students are encouraged to sanitize areas, items, and hands as needed.

Students who are Symptomatic or ill from COVID-19

- Students are required to report via the online [COVID-19 Self Reporting Form](#), if the student:
 - Has a confirmed or suspected positive case of COVID-19;
 - Is experiencing symptoms of COVID-19 (fever, cough, shortness of breath, weakness, fatigue, nausea, change in taste or smell, diarrhea); or
 - Been in contact with a COVID-19 positive individual.

Once a student submits a COVID-19 Self Reporting Form, they are directed to refrain from visiting campus until they have been contacted by an ASUB official and communicated it is safe to return to campus (i.e., classroom, tutoring, on-campus dining, offices, etc.).

Students in Quarantine or Isolation

- In the event a student is unable to participate in a brick and mortar, face-to-face course due to being quarantined or in isolation due to exposure to COVID-19, faculty are to work with the student and deliver course content via CANVAS to ensure the student is able to maintain good standing in the course. Students understand that while in quarantine, they are responsible for maintaining good standing in their courses.

Faculty Office Hours

- ASU-Beebe supports social distancing, and masks are welcomed on our campuses. Faculty are encouraged to meet with students in a socially distanced manner where applicable. Virtual office hours are also welcome through Zoom and/or phone.

Program Specific Protocols

- Many programs require hands-on instruction that will require additional protocols. Program directors and coordinators are to work with their Academic Dean to create additional program-specific protocols that use the classroom protocols as a foundation. All additional academic program protocols are to be reviewed and approved by the Vice Chancellor for Academics.

Non-Essential and International Travel

- All college-funded/sponsored international travel is suspended until further notice.
- Essential college-funded/sponsored out-of-state travel may be approved on a case-by-case basis by the employee's supervisor and supervising member of Executive Council. The employee will be required to provide detailed information about safety precautions during the travel in order to be considered.
- All college-funded/sponsored in-state travel is no longer restricted and will go through normal approval processes.

Official Travel for ASUB

- In order to engage in official travel for ASU-Beebe, each traveler must adhere to the published Centers for Disease Control and Prevention (CDC) travel recommendations regarding testing, quarantine, and isolation, which currently may be found at the following links:
 - [Domestic Travel During the COVID-19 Pandemic](#)
 - [International Travel During the COVID-19 Pandemic](#)
- Should the CDC modify its guidance, ASU-Beebe will update its procedures to align with the published guidance.

Third Parties

- In some instances, an outside entity or partner (third-party, not ASU-Beebe) may require vaccination, masking, testing, and/or other health-related requirements in order for a student or employee to participate in an activity. These activities may include, but are not limited to, clinicals, off-campus events, travel, etc. If the student or employee wishes to participate in the activity, then they must follow those third-party requirements.

Frequently Asked Questions

Students Who Test Positive for COVID-19

1. Will faculty be notified if a student tests positive and/or has been exposed and needs to self-isolate? **Yes. If a student self-reports faculty who have the student in class will be notified. In the event a student self-reports to the faculty member, the faculty member is to direct the student to the [COVID-19 Self Reporting Form](#).**
2. What should we do if one of our students tests positive or has full blown symptoms for the virus? **Students who test positive will isolate. Contact Tracing will determine who is considered a direct contact to that student. Being vaccinated, social distancing and wearing of face masks will mitigate the risk of contracting the COVID-19 virus.**
3. If the student had attended class, does the class continue to meet? **Yes. The student will move through a contact tracing protocol directed by the Department of Health or an approved agency. The contact tracer will determine if students in a class are direct contacts and will be asked to quarantine. It is crucial that faculty establish seating charts for their face to face classes to help ensure proper notification of students.**
4. If one student in a course tests positive, will the entire class (including the instructor) have to quarantine? **Contact Tracing will take place with the student to determine direct contacts (less than six feet for more than 15 minutes). Being vaccinated, social**

distancing and the wearing of face masks will mitigate the risk of contracting the COVID-19 virus.

5. Do the students in class need to be tested? **The contact tracer will make the determination. However, students may wish to seek testing on their own.**

Face Masks

6. Will ASU Beebe provide either cloth or disposable face masks to students? **Each classroom will be stocked with disposable face masks.**
7. Will we have disposable face masks in the classroom or at the building entrances? **Each classroom and building entrance will be equipped with hand sanitizer, sanitizing wipes, and disposable face masks for those who wish to use them.**

Attendance Policies

8. What about attendance if students are sick? **The illness impacts everyone differently. If possible, sick students are to continue their studies remotely when sick. Faculty should be prepared to pivot to remote/online instruction when necessary. Faculty are to be flexible.**
9. Do we count students "present" if they are continuing their work remotely? **Yes.**
10. Will the college have an attendance policy that addresses COVID-19 and the importance of student engagement in classes if students are required to stay home but are not sick? **Faculty are to follow current attendance policies. In the event a student is to quarantine, faculty are to pivot their courses to online/remote instruction for that student. It is the student's responsibility to maintain good standing in their courses. Above all, students and faculty are to communicate with each other and offer some grace.**
11. What if a student is absent and says he/she has tested positive for COVID-19 or has been exposed but did not fill out a report with Student Life? Do we count them absent without proof? **Yes. Count the student absent and complete the [COVID-19 Contact Referral Form](#). An ASUB Official will contact them. If through the reporting process it was determined the student was positive or self-quarantined as a result of direct contact, the faculty member may revisit the absences.**

Social Distancing in the Classroom

12. Will we be able to work closely with students – helping with papers, etc., and move around the instructional space? **Yes. ASU-Beebe encourages all employees to continue to follow the latest [CDC Prevention Guidance](#).**

ZOOM Policies

13. Can we include zoom requirements/etiquette on our syllabus like video on, unmuted, and be dressed appropriately? **Yes.**

Sick Leave Policy

14. Will the instructor have to take sick leave or can he/she work remotely? **If the faculty member is asked to quarantine as a result of possible exposure and are not symptomatic, they will work remotely during quarantine. In the event the faculty tests positive, but symptoms allow them to work remotely comfortably, they may do so without taking leave. In the event a faculty member is not able to work remotely as a result of a positive test and symptoms, they are to use their sick leave.**

Furthermore, remote work may be offered at the discretion of the supervisor and supervising member of Executive Council. Remote work is not an employee entitlement and may not be possible/suitable for all situations. Requests must be approved by the Director of Human Resources before the employee is authorized to be placed on a remote work plan.

15. If a faculty member falls ill mid-semester, are there protocols in place to relieve the faculty member of duties but still keep the course running? **Faculty are to work with their dean to make arrangements. However, all faculty should be prepared to pivot to remote instruction.**
16. If the child of a faculty member is part of a K-12 classroom with positive cases, will that professor be able to return to school? (ADE Guidelines) **If it is determined the child of the faculty member was in direct contact of a positive case at school, the faculty member is to complete the COVID-19 Self-Reporting Form and notify their academic dean. The academic dean is to notify the Vice Chancellor for Academic Affairs and Director of Human Resources. An ASUB Official will contact the faculty member.**