

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:

Classrooms, Labs, Learning Spaces, and Common Areas

- Classrooms, labs and common areas have been reformatted to take physical distancing requirements into consideration. In many areas, furniture has been removed. Where furniture has not been removed, you may observe furniture in the back of classrooms and/or chairs and computer stations marked as not to be used. Please remain compliant with room designs. Adding more chairs or relocating tables may increase the likelihood of infection by decreasing physical distances. In many cases, furniture moved that is resting in the back of a classroom or common area is to be considered out of order.

Campus Buildings and “Keep Right”

- All ASU-Beebe building entrances will be open and serve as both entrance and exit points.
- Signs will be posted at every entrance/exit point of each building reminding faculty, staff, students, and guests to wear face masks, wash their hands, social distance, and not to enter if experiencing flu like symptoms.
- All hallways/stairwells in buildings will be marked with gaffing tape and signs directing faculty, staff, students, and guests to “stay on the right side” when traveling hallways/stairwells, and to social distance.

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 the COVID-19 Pandemic Emergency:** Arkansas State University - Beebe has made every effort to provide a comfortable learning environment for instruction during the Fall 2020 semester while minimizing the risk of contracting COVID-19 by following the most up-to-date guidance from the Arkansas Department of Health and the Centers for Disease Control and Prevention. However, given the lack of certainty surrounding the continuing COVID-19 pandemic emergency and its potential to interrupt instruction during the course of the semester, ASU-Beebe has also made preparations to continue courses in an online/remote environment should changes in circumstances or public health guidance prevent our ability to meet for some portion of the semester. ASU-Beebe officials, and instructors, will give their best efforts to provide as much notice and information to students as early as possible through their official ASU-Beebe email account

should it appear a shift to online/remote instruction might become necessary. Students are responsible for checking their ASU-Beebe email account at least daily to ensure they receive the latest updates regarding their courses and the delivery of them.

- This statement has been added to the [University Syllabus](#).

Social Distance

- Where applicable, faculty and students are to maintain a six feet social distance as recommended by the Centers for Disease Control and Arkansas Department of Health.

Face Masks and Coverings

- Face masks will be required to be worn by all faculty and staff while in a classroom, lab, learning space, and other common areas. Face masks must be worn to cover mouth and nose at all times.
- Face masks will be required to be worn by all students in a classroom, lab, computer lab, learning space, or other common areas. Students will not be allowed to enter an ASUB building, classroom, lab, learning space, or common area without wearing a face mask covering their mouth and nose. Face masks that are inappropriate (i.e., ski masks, masquerade masks, crocheted (knitted), lace, etc.) are prohibited.
- Cloth face masks must be washed after each day of use.
- Face Shields are available for faculty, staff, and students should they wish to wear one. Face Shields offer an extra layer of protection. However, they are not to take the place of a cloth face mask. Face Shields must be worn in addition to face masks.

ADA and Reasonable Accommodations for Students Not Wearing Masks

- There may be instances where a student requests not to wear a mask based on a documented disability or medical condition. All students requesting to not wear a mask are to be directed to our Disability Services Coordinator, Tisha Marzewski at 501-882-8906 and tmarzewski@asub.edu.
- Accommodations may include one of the following:
 - Enroll in 100% online and/or 100% Zoom courses
 - Wear loose fitting face covering such as a scarf
 - Wear a face shield in place of a cloth face mask
- Reasonable accommodations will continue to be provided to faculty via a Reasonable Accommodations form provided by Tisha Marzewski.

Non-Compliant Students & Enforcement

- Faculty may deny entry into a classroom (or building) if a student is not wearing a face mask, not wearing a face mask that properly covers mouth and nose, or refuses to wear a face mask. In the event a student refuses to wear a face mask or refuses to leave as a result of being asked to leave for not wearing a face mask, the faculty member is to contact the ASUB Police Department on their campus to have student removed. The ASUB Police phone numbers are:
 - Beebe Campus – 501-882-8851
 - Searcy Campus – 501-207-6240
 - Heber Springs Campus – 501-362-1234
 - LRAFB – 911, which will be routed to Base Security and/or Jacksonville Police Department

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

- ASUB's janitorial service contractor, ABM, has strengthened its cleaning protocols to include regular deep cleaning of high touch areas to include classrooms, labs, computer labs, restrooms, and common areas.
- 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 and items as needed.
- Faculty and students are required to use hand sanitizer on their hands upon entering an ASUB building, classroom, lab, computer lab, learning space and/or common area.
- Faculty and staff are encouraged to remind students to wash their hands with soap and warm water frequently, or sanitize their hands with a 70% alcohol based hand sanitizer regularly.

Students who are Symptomatic or ill from COVID-19

- Students are required to report to the Director of Student Life via the online COVID-19 Self Reporting Form located at <http://www.asub.edu/coronavirus-information/index.aspx>, if the student:
 - Has been tested for COVID-19 or instructed to be tested for COVID-19 within the last 14 calendar days;

- Has been instructed to self-quarantine for suspected COVID-19 infection;
 - Has received a positive COVID-19 test result;
 - Is experiencing symptoms of COVID-19 (fever, cough, shortness of breath, weakness, fatigue, nausea, change in taste or smell); or
 - Been within six feet for longer than 15 minutes 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 the Director of Student Life and communicated it is safe to return to campus (i.e., classroom, tutoring, on-campus dining, offices, etc.).
 - Additionally, faculty and staff are to be mindful of their students and their health. In the event a student has shared information or openly exhibits symptoms suggesting the student should report as detailed above, the faculty or staff must report the student's perceived circumstance to the Director of Student Life via an online referral form at <http://www.asub.edu/coronavirus-information/index.aspx>. The Director of Student Life will investigate the report and notify the student of appropriate instructions.
 - Faculty and staff should know, due to FERPA and HIPAA privacy protections, individuals that report students for COVID-19 related matters, may not receive follow-up communication about the outcome of the investigation. Only if necessary, will individuals who are a direct contact to a potential or actual infected individual, as determined by the Director of Human Resources or the Arkansas Department of Health, will be contacted for contact tracing purposes only.

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.

CANVAS and "Go Paperless"

- Where applicable, faculty are encouraged to mitigate the use of paper in classrooms. Faculty are urged to use CANVAS for the delivery and receipt of course materials, hand-outs, and assignments. Doing so will help ensure proper social distancing within teaching and learning spaces. For assistance with CANVAS, contact the Office of Distance Education at 501-882-8894.

Food & Beverages

- No food will be allowed in classrooms, labs, computer labs, or other designated common areas. Beverages are to be discouraged.

Virtual Office Hours

- Faculty are encouraged to meet with students in a socially distanced manner. Virtual office hours are encouraged through Zoom and/or phone. In the event a face-to-face meeting must take place, the faculty member and student are to wear face coverings and maintain a social distance of at least six feet.

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.

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 to Zack Tucker, 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 Zack Tucker.**
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 quarantine for a minimum of 14 days and will not return until they test negative for the virus. Contact Tracing will determine who is considered a direct contact to that student. If you wear your face mask and properly social distance the likelihood of being considered a direct contact is low.**
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). 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. Faculty may provide students a disposable face mask while supplies last. Faculty are to remind students that coming to class with a face mask is required.**
7. Will we have disposable face masks in the classroom or at the building entrances if a student forgets his/her mask? **Each classroom will be equipped with hand sanitizer, sanitizing wipes, and disposable face masks. Faculty may distribute face masks while supplies last. However, do not get in the habit of this practice. Students are to come to campus prepared with a face mask.**

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 university 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 for 14 days, 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. If the student has failed to self-report, send their name and student ID to Zack Tucker for follow up. 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.**
12. Will faculty be able to include a statement on their syllabus about health being a priority either for themselves or students (and family members)? **Yes. Faculty are encouraged to remind students of the big four – wash your hands, social distance, stay home if feeling ill with flu like symptoms, and wear your face mask over nose and mouth.**

Social Distancing in the Classroom

13. Will we be able to work closely with students – helping with papers, etc.? **Yes, but in a socially distanced manner. In the event, a faculty member and student need to visit within six feet, a face shield and a face mask must be worn simultaneously by both**

parties. It is important to understand that social distancing in combination with wearing a face mask that covers mouth and nose is the preferred way to mitigate the risk of contracting the COVID-19 virus.

14. Are we allowed to move around the classroom? **Yes, as long as six feet is maintained.**

ZOOM Policies

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

16. Where can students zoom on campus if they do not own a laptop? **A list of common areas for students to access Zoom classes is forthcoming.**

Sick Leave Policy

17. Will the instructor have to take sick leave or can he/she work remotely? **If the faculty member is asked to quarantine for 14 days 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 contact Donna Carr in Human Resources to discuss leave options through the Families First Corona Virus Response Act. Donna Carr and Teri Roper will work with the faculty member to determine qualifications.**

18. 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.**

19. 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 self-report to academic dean, and quarantine for 14 days. The academic dean is to notify the Vice Chancellor for Academic Affairs and Director of Human Resources. During the quarantine period, the faculty member is to pivot courses to online/remote instruction.**

Final Exams

20. When will a revised final exam policy/schedule be released? **An updated final exam schedule is now available in the College Catalog and on the Academic Calendar webpage.**