

Recommended Protocols for UTA Faculty- Fall 2020 and Spring 2021 COVID in the Classroom

As we continue to prepare for on-campus work through our phased approach, we remain committed to maintaining a safe and healthy working environment for all our UTA students, faculty and staff. The following information is intended to provide guidance related to UTA's reporting procedures in response to a COVID-19 related illness, as we follow CDC and Tarrant County Health Department Guidelines.

Will faculty be informed if someone tests positive in their class?

Students may elect to disclose to faculty members a positive COVID diagnosis, but since this is personal health information, students are not required to inform faculty of their test results. The University will notify a faculty member if the faculty came within 6 feet or had physical contact with the student, per current CDC and Tarrant County Health Department guidelines. Medical confidentiality rules ([FERPA](#) and [HIPAA](#)) precludes the sharing of personal information about someone's diagnosis without their consent. UTA is using the CDC and Tarrant County Guidelines for determining who will be contacted:

1. UTA community members who were within 6 feet for more than 10 minutes regardless of masks;
2. Those UTA community members who had direct contact (handshake, hug, kiss) with the ill student;
3. UTA community members who may have shared drinking or eating utensils with the ill student;
4. UTA community members who may have been directly coughed on or sneezed on by the infected person.

If a student shares with a faculty member that they have COVID, what should faculty do?

Advise the student to submit a [Close Contact or Personal Diagnosis \(COVID 19\) form](#) so contact tracing and sanitization of the area can commence. Faculty, staff and/or students who were in close contact of the infected student will be notified.

What process should I follow if a student requests accommodations due to COVID-19?

1. Student discloses to the instructor that accommodations are needed due to positive COVID testing or close contact to someone who is positive (quarantine). If they've tested positive, the student must fill out a [diagnosis form](#), or if they were within six feet for longer than 10 minutes with someone with a positive diagnosis, a [contact form](#).
2. UTA Health Services then contacts the student once the form is submitted and if appropriate, provides a letter saying accommodations are needed. UTA Health Services also commences contact tracing.
3. The student presents the letter of accommodation to the instructor.

Do I need to use a seating chart and/or take attendance?

Faculty members are encouraged to take attendance and/or to use a seating chart to support contact tracing. Staff need to know if the targeted student attended class, when did they stop

attending, and if they interacted with anyone in the class. In addition, contact tracers will need information on the date of potential exposure. Seating charts and attendance logs are critical for providing this information to those engaged in contact tracing. Faculty members are encouraged to use features in Canvas to take attendance or create a [digital seating chart](#).

Do fully online students need to report that they tested positive for COVID-19? Yes, UTA is tracking all cases impacting students, faculty and staff, including those impacting online students, and those engaged in clinicals and/or field experience assignments. Students can complete the [Close Contact or Personal Diagnosis \(COVID 19\) form](#).

Do I move my hybrid or face-to-face class if a student in my class tests positive? CDC and Tarrant County Health Guidelines advise that only those who came in [close contact](#) may be at-risk and should isolate themselves for 14 days from the date of exposure. The class can continue in the original hybrid or face-to-face modality, as previously scheduled, except for those faculty or students who meet the criteria for exposure and isolation:

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2. Those UTA community members that had direct contact (handshake, hug, kiss) with the ill student;
3. UTA community members that may have shared drinking or eating utensils with the ill student;
4. UTA community members that may have been directly coughed on or sneezed on by the infected person.

A student comes to class and appears to be sick or appears to have symptoms on the list circulated by the CDC. What should the faculty member do? As a member of UTA's [Community That Cares](#), the faculty can ask a visibly sick student to be excused from class and go home to isolate. Faculty can refer students to the uta.edu/coronavirus page for next steps including [testing](#).

A student comes to class and is not wearing a mask. What should the faculty member do? Faculty should politely remind the student of UTA's face covering policy. If the student refuses to comply, they should be asked to leave the class. If they refuse, faculty have the option to cancel class and report the student through the Behavioral Misconduct Form through the [Office of Community Standards](#). Faculty should also report the incident to their department chair or immediate supervisor.

Can a students' grade be impacted as a result of refusing to wear a mask?

Not directly, but by [reporting](#) the student to the Office of Community Standards, there may be sanctions that could include suspension of that student. If the student misses a key assignment, presentation or exam as a result of their [refusal](#) to wear a mask, the student's grade may be impacted by their decision.

A student, on campus or online, appears to be having a mental health crisis. What should the faculty member do? Counseling and Psychological Services (CAPS) remains available to students during these unprecedented times. CAPS staff are available to assist faculty to address concerns about students. The discussion usually involved issues related to a student's mental health or wellness that have become apparent in the classroom. Please call at 817-272-3671 to schedule a time to connect with a counselor regarding your concerns or to receive referrals for services closer to home.

If student is presenting imminent life-threatening behaviors or if this is an emergency, please call 911 or the MavsTalk 24hr Crisis Line at 817-272-8255.

A faculty member is diagnosed with COVID-19. What should the faculty member do?

All faculty, staff and students are expected to conduct daily symptom monitoring. If you experience any of the COVID symptoms that are new, worsening, or occurring in a way that is not normal for any chronic conditions, you should not come to campus. If an employee experiences any symptoms, they should take immediate precautions to avoid possible virus transmission to others and contact their immediate supervisor. Employees will also need to complete the [Personal Diagnosis \(COVID 19\) form](#). Additional information is available in the UTA Faculty FAQ [page](#).

Are there additional resources that faculty can use as they engage with students during this unprecedented time? Yes, faculty and staff resources are organized in the [UTA Coronavirus Resources](#) page, including FAQs that are updated as new information is released from CDC and the Tarrant County Health Department.