

In-Person Instruction Checklist for Faculty, Spring 2022

Before Week One

- ❑ **Syllabus and Program Agreements:** Please update your syllabus and program agreements with [language provided by the Deans](#).
- ❑ **Contingency Plans:** Make sure you and your teaching partner(s) have contingency plans to address the following:
 - Occasional or repeated student, staff, or faculty absences
 - How you will teach if your class is no longer able to meet in person
- ❑ **Attendance and Credit:** Reconsider any attendance and participation policies that are tied directly to credit. After all, we want students to stay home if they feel ill! Don't inadvertently force them to spread a disease just to succeed in college. For context, see our [interim credit policy in the faculty handbook \(7.601\)](#).

Week One and Beyond

- ❑ **Vaccination:** Evergreen continues to maintain COVID-19 vaccination policies for [students](#) and [employees](#). All students are required to be vaccinated or have an exemption.
- ❑ **Masks:** Evergreen has suspended its mask requirement. Though not required, mask-wearing is optional and encouraged. Faculty, staff, and students may not require each other to wear masks, or not wear masks, in class. Students, staff, and faculty will have different levels of comfort in wearing masks, and we encourage you to foster an ethic of care, consideration and acceptance in your learning community. [Contact your Dean](#) if you need assistance with any conflict that may arise.

The college continues to provide masks for those who do not have them already: they are available at all major building entrances or by contacting tindlet@evergreen.edu.

- ❑ **Monitor Attendance:** Develop a system to closely monitor class attendance in each class session. If there is an illness in your class, this will aid in contact tracing.
- ❑ **Microphones:** Faculty can contact Media Loan (medialoandl@evergreen.edu) if they need microphones to help with classroom amplification. They are first come, first served, as quantities are limited. The equipment depends on the classroom and activities.
- ❑ **Testing:** Evergreen continues to provide access to drop-off COVID PCR testing. See [details for pick-up and drop-off hours and locations on the college COVID page](#).

- ❑ **Day One of Class:** Here are some activities for your first day of class – and, really, the first week of class:
 - Check attendance and send information to Registration and Records
 - Look at my.evergreen.edu and be aware of which students are vaccinated, exempted, or who must study remotely. Questions about student vaccination status can be sent to COVID@evergreen.edu.
 - Read your syllabus and program agreement out loud to ensure all students understand the expectations.

- ❑ **If Someone Gets Sick:** If there is an illness in your class, or a confirmed or suspected case of COVID-19, or a known or suspected exposure, take the following steps:
 - The person who is ill should go home and/or stay there.
 - The person who is ill should fill out the health verification form on my.evergreen.edu as soon as possible.
 - In order to expedite the process, faculty should send a brief email to COVID@evergreen.edu that indicates “**Last Name, First Name** was out sick in my class on **Date**.” Do not include A numbers, medical information, or other FERPA-protected data.

The COVID response team will contact the person who is ill to coordinate testing, contact tracing, and other responses. Faculty will also be contacted. You may continue to teach your in-person classes until you hear otherwise.

- ❑ **What if I fall ill?** Stay home, fill out the Health Verification Form on my.evergreen.edu, and then email [your Dean](#), program secretary, and faculty team members. We will help you enact your contingency plans. You are also entitled to medical leave, should you need it: contact [Vice-Provost Trevor Speller](#) for more information. Most of all: stay home and get better!