

COVID-19 Class Coverage Scenarios

For full-time and part-time faculty

As we move deeper into the Fall semester, it is clear that AU faculty, staff, and students are grateful for the resumption of traditional in-person instruction, made possible by our vaccination requirements, mask mandates, contact tracing and commitment to keep one another as safe as we possibly can. To help ensure our community's health and safety, we have opted to schedule our Fall classes with enrollments over 50 online, to hold most meetings and events virtually, and to implement a hybrid working environment for many AU staff. In earlier guidance, we also noted faculty should feel free to hold their office hours online, with the hope that they will support student requests for appropriately masked face-to-face meetings as necessary.

That said, we know that the return to campus is not without anxiety. The return of children to our local K-12 schools is very good news, but has raised understandable questions and concerns around how faculty parents and guardians of school-aged children should respond if their children should be sent home due to illness, quarantine, or exposure. Faculty who serve as caregivers to other family members may have similar concerns. This document addresses the options that faculty have around the coverage of their classes should they be quarantined, test positive with COVID-19, or serve as caregivers to a family member who is ill, exposed to COVID-19, quarantined, or affected by a school closure.

No set of guidelines such as this can anticipate all the scenarios that faculty are likely to encounter in the weeks and months to come. We know and trust that you as AU faculty are deeply dedicated to their students and will—as you always have—go out of your way to ensure the best possible learning experience for them. Department and school leaders—be they faculty or staff—fully share in that commitment, and likewise our commitment to supporting you. Please know that those leaders stand ready to help you should you be faced with one or more of the scenarios outlined below. If you have questions about the specific application of this guidance to your specific case, please reach out to your department chair or associate dean, as appropriate.

Faculty member is in self-quarantine but is not ill

- **Self-Report:** If you have been advised to self-quarantine but are not ill, you must report symptoms or self-quarantine status on the [AU Forward Portal](#) as soon as possible, as outlined in the [Health and Safety Directive: Self Screening and Reporting](#).

- **Health Protocols:** Follow the steps outlined in the [Health and Safety Directive: Requirements Following COVID-19 Exposure, Positive Test, or Suspected Infection](#) to determine testing and quarantining protocols.
- **Class Coverage:** Upon being advised to self-quarantine, you should alert your department chair or associate dean so that they can provide appropriate guidance and support you with class arrangements. In this instance, you may choose to meet your classes online or enlist the help of a colleague who can cover your course(s) in your absence. (In Spring 2020, several units implemented a ‘buddy system’ to good effect.) Under no circumstance should you attempt to change the class meeting time. Should you need to temporarily change your class modality or enlist the help of a colleague, please inform your students of the change immediately. All changes to class modality lasting a week or more should be approved at the associate dean level.

Faculty member is ill with COVID-19

- **Self-Report:** If you are ill with COVID-19, you must report your diagnosis on the [AU Forward Portal](#) as soon as possible, as outlined in the [Health and Safety Directive: Self Screening and Reporting](#).
- **Health Protocols:** Follow the steps outlined in the [Health and Safety Directive: Requirements Following COVID-19 Exposure, Positive Test, or Suspected Infection](#) to determine testing and quarantining protocols.
- **Class Coverage:** As soon as you sense that you might be ill, you should alert your department or school. If your case is mild or you are asymptomatic and you are able to meet your classes online, please do so. If not, you should work with your department or school to identify a colleague who might cover your courses in your absence and/or to provide students with alternative assignments covering your anticipated absence. Should you need to temporarily change your class modality or enlist the help of a colleague, please inform your students of the change immediately. Under no circumstance should you attempt to change the class meeting time. All changes to class modality lasting a week or more should be approved at the associate dean level.

Caregiving situation: Family member/unvaccinated child is ill, exposed to COVID-19 and quarantined, or K-12 schools close.

- **Explore Bright Horizons for school closings:** Register for caregiving benefits under the [Bright Horizons plan](#) to include in-center or home caregiving at subsidized rates. We understand there may be limitations to these services, however, in the event your child has been exposed to COVID-19.

- **Class Coverage:** As soon as you learn of your family member's illness, exposure, or school closure, you should alert your department chair or associate dean.
 - If your family member is diagnosed with COVID-19 and you are vaccinated, you are not required to self-isolate, but must report the contact, self-monitor for any symptoms, and take a Covid test 3-5 days following the confirmed contact.
 - If your family member is diagnosed with COVID-19 and you are unvaccinated, you are required to self-isolate, report the contact, self-monitor for any symptoms, and take a Covid test 3-5 days following the confirmed contact.
 - In either of the above instances, you may arrange to move your courses online until a Covid test 3-5 days following the confirmed contact comes back negative. Here too, asking a colleague to cover your courses in your absence is a viable alternative. Under no circumstance should you attempt to change the class meeting time.
 - If your family member is quarantined but not ill, if you have alternate caregiver arrangements, and if you are vaccinated, you may come to campus to teach your classes but should wear a mask at all times, self-monitor for any symptoms, and take a Covid test 3-5 days following the confirmed contact.
 - All changes to class modality lasting a week or more should be approved at the associate dean level.
- **Communicating with Students:** Should you need to temporarily change your class modality or enlist the help of a colleague, please inform your students of the change immediately. If you have school-age students in a district that is likely to give parents little advance notice of closures or quarantines, please consider alerting your students to this possibility and providing them with the means by which you would communicate with them.
- **FMLA:** If none of the above-mentioned options is possible, or for situations that involve caregiving in excess of 2 weeks, faculty should notify their department chair or school's HR representative of their situation. Faculty are eligible to apply for job protection in the form of Family and Medical Leave (FMLA) and may [initiate an FMLA claim](#) by contacting Prudential at 877-367-7781.

NOTE: These instructions are for COVID-19 related FMLA leave only. All other FMLA leaves will be reported and administered in accordance with the normal process.