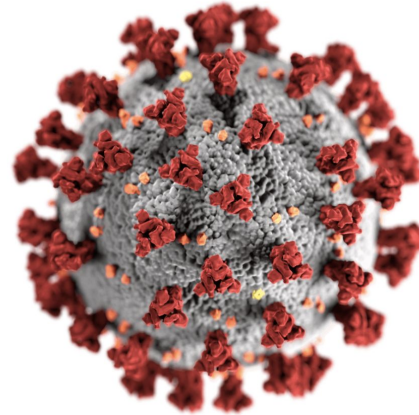


Dear Professor...

COVID-19 EDITION



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Agenda

What is Dear Professor...?

- Collective problem-solving and discussion
- Helpful resources

Reminder: Winter Quarter Instructors Q&A

- Thursday, December 16 @ 1pm
- Thursday, January 6 @ 1pm

Slides will be posted on [Teach Anywhere](#)



Dear Professor...

... I don't feel comfortable attending Winter Quarter in-person classes because I'm worried about COVID and the new Omicron variant.

I'd appreciate it if you would send me a Zoom link for your classes so I don't have to attend in person this quarter.

Dear Student...

- Reassure the student that Stanford and our classrooms are safe because of the health and safety protocols followed by all members of our community.
 - [Stanford COVID dashboard](#)
- Stanford instruction will be in-person during Winter Quarter
 - Provost's [December 6](#) memo
 - Health information on [Stanford Health Alerts](#)
- Direct them to resources
 - [Undergraduate Advising Directors](#) in VPUE about course selections
 - [OAE](#) for disability-related academic accommodations
 - [Mental Health Resources at Stanford](#)
 - [COVID-19 Guidance for Students](#)

Dear Professor...



... I don't feel well today, should I come to class? Do you need a note from Vaden or my VPUE academic advisor confirming that I'm sick?

I'm worried about missing class. How can I get any materials that I miss and make up participation points?

Dear Student...

- I'm sorry to hear that you aren't feeling well. Do not come to class if you are sick. Take care of yourself.
- There is no need for you to provide any medical documentation or a note from an advisor.
 - Teach Anywhere: Instructors should not require that a student disclose medical information or provide proof of illness.
- Restate what is in the syllabus about attendance and make-up work.

Instructor Resources

- [Managing Course Absences](#) (instructor memo 9/17/2021 on Teach Anywhere)
 - Plan ahead for student and instructor absences
 - Instructors are not required to provide a zoom link but may choose to do so
 - Instructors are not required to record courses for absent students but may choose to do so
- For additional strategies see [Teach Anywhere](#)

Dear Professor...

...I've missed two weeks of classes and I don't know when I'll be able to come back to class since it is in-person. What should I do?

Dear Student...

- I'm sorry to hear that you're still not able to attend class.
- Here are options... why don't we connect on Zoom to discuss these?
 - Provide options based on the time of the quarter, the amount work the student can reasonably make up, the structure and pedagogy of the class.
- Given how much class you've missed, have you reached out to an Undergraduate Advising Director in VPUE for discussing your options for finishing the quarter?

Instructor Resources

- From [Teach Anywhere](#):

“Short-term absence due to COVID-19 should be approached in the same way as any other short-term absence. Long-term absence due to COVID-19 should be treated like other long-term absences. In some cases, a student may need to reduce their course load or take a leave of absence. [Reduced Course Loads](#) and [Leaves of Absence](#) are managed by the Office of Accessible Education and Undergraduate Academic Advising (undergraduates). There is no additional preparation required on the instructor’s part.”

- [Incomplete policy](#) (for the end of the quarter)

Dear Professor...

... I just received an exposure notification for your class. What does this mean? Will your class be online? Are you going to send out more information?

Stanford University
Student and Academic Services

Dear XXXXXX,

Out of an abundance of caution, we are writing to let you know that **an individual in YOUR CLASS tested positive for COVID-19**. This person last attended class on **12/08/2021**. They experienced symptoms and/or tested positive for COVID-19 within 48 hours of their attendance.

The risk of infection in a classroom setting is extremely low due Stanford's multi-tiered strategy to ensure the health and safety of our community. This strategy includes universal masking, vaccination requirements, regular testing, nightly disinfection of University classrooms, and the [Health Check](#) sentinel surveillance program.

We recognize that this letter may make you feel anxious. We hope that the information below will answer your questions.

What should I do?

Dear Student...

- Thank you for reaching out. We will continue to meet in person because classrooms are very safe.
- The email you received is a courtesy notification sent to everyone in the class. If you were in high-risk close contact with a person who tested positive, you will be contacted.
- Since the university has responsibility for sending these types of notifications, I will not be forwarding the message or sending out additional information.
- Follow the instructions in the letter if you are concerned about your health or exposure. And remember that you can test more often if you wish to.

Instructor FYI

The notification message has instructions about what to do, including:

- Self-monitoring for COVID-like symptoms
- Reporting any symptoms through [Health Check](#)
- If the student tested using a mechanism other than Color, record it through [Health Check](#)

The notification also confirms that there is no need to quarantine unless contacted separately with instructions to do so.

Dear Professor...

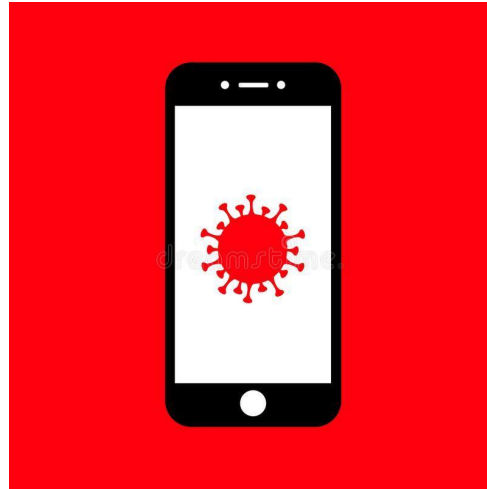
... This is your TA, Leland Stanford. A student in the class let me know that they tested positive for COVID. I haven't seen an exposure notification, shouldn't one have gone out to the class? Is the notification system broken?

Dear Leland...

- Please let the student know that they should submit this information via [Health Check](#) if they tested using a mechanism other than Color.
- Provide the student with information about how to make up work and course absence policies.
- Classroom exposure notifications are sent out *only* when a health professional has determined that a student or instructional staff may have been contagious at the time that they last attended an in-person class.
- Classroom exposure notifications are *not* sent out when a student is in quarantine or when a student did not attend an in-person class when they may have been contagious.

Dear Professor...

... I have a red Health Check badge and the in-class midterm is tonight. I feel well enough to take the test, so can I take the test from my dorm room?



Dear Student...

- Thank you for letting me know. I'm sorry to learn of your red Health Check badge.
- Here are your options based on the syllabus and course guidelines
 - Not take the exam and ...(follow course policy outlined in the syllabus)
 - Take exam remotely at the same time as other students
 - Take a make-up exam at a later date (if allowable)
 - For final exam, request an Incomplete schedule a make-up exam
- If you start to feel worse and cannot take the exam, focus on your recovery.

Instructor Resources

- [BJA guidance](#) for in-person exams for students with a red Health Check badge:
“In-person exams may be administered simultaneously to students with a red HealthCheck badge using the same instructions as in-person exams. If an in-person exam is open-resource, so is the exam completed by the student with a red HealthCheck badge. If an in-person exam is closed-book, the exam taken by the student with a red HealthCheck badge will also be closed-book.”
- [Learning Technologies and Spaces](#) (LTS) can assist with remote exam logistics.

Dear Professor...

...My friend who took your course a few years ago said you took them on an amazing field trip to the De Young museum in San Francisco. Will your course have a field trip this quarter?



Dear Student...

- Yes, we will be going on a field trip as these are once again allowable.
- I will be sending out information to the class about the steps that we will be taking to ensure that the trip is safe and with a sign-up sheet.
- The field trip will be:
 - Optional - I want to ensure that students in the class who are unable to participate do not miss course content
 - Required - if you are not able to participate, please let me know so that we can discuss options

Instructor Resources

- Can an instructor take students on a course-related field trip?
(Teach Anywhere)

“Yes. Where allowed by the current [university travel policy](#), students may participate in field trips and other travel activities associated with a course. Additionally, course-related field and travel activities must adhere to current health and safety policies...”

- Stanford Course-Related Travel Policy and FAQs
- EH&S Field Research Safety Planning

Dear Professor...

... This is your TA Jane Stanford. I'd like to bring food to my sections since we will be meeting in the late afternoon. Are there food policies that I should know about?

Dear Jane...

- Thank you for thinking of your students.
- Let's talk about some options, here's the guidance on Gatherings and Meetings on [Health Alerts](#).
- Food and drink, with the exception of water, are not allowed in Registrar's Office classrooms.
- Even though your section is in a department room, the best practice is to service food and drinks outdoors, whenever possible.
- Remember, some students might not feel comfortable eating indoors.

Dear Professor...

... This is Jane again. It turns out that I won't be able to return to Stanford until the middle of the quarter. Don't worry, I can do all of my TA duties remotely. I hope this isn't a problem.

Dear Jane...

- Thank you for letting me know that you won't be able to return to Stanford until mid-Quarter.
- Unfortunately, this means that the department and I will need to find another graduate student to TA my course.
- Last Summer, the Provost confirmed that all teaching staff, including TAs, are expected to be in residence to support the return to in-person instruction.
- Please contact our student services person to ask about other funding that may be available.

What scenarios might you encounter next quarter?

Helpful Resources

- Teach Anywhere <http://teachanywhere.stanford.edu>
- Health Alerts <https://healthalerts.stanford.edu/covid-19/>
- COVID-19 Guidance for Students
<https://studentaffairs.stanford.edu/covid-guidance>
- Concern for a Student
<https://studentaffairs.stanford.edu/resources-our-communities/read-folder>
- Your local Dean's Office