

## Guidance for Instructors & Students for possible COVID-19 infections

September 17, 2020

**Overview:** It is possible that a student or member of the instruction team (instructor or TA) may test positive for COVID-19, or suspect that they may have COVID-19 pending confirmation of test results. To ensure that instructors understand their responsibilities in these situations, two scenarios are described below.

Instructors may find it helpful to:

- Assure their students that they will never be required or expected to disclose to an instructor or their classmates that they have tested positive for COVID-19
- Encourage students to reach out to the instructor or members of the instruction team if they are not feeling well, for any reason
- Assure students that if they share their a medical diagnosis with an instructor, that it will not be shared with other students in the class

### Scenario 1

An instructor teaching an indoor, in-person lab class is notified by the university that one of the students in their class, *identity not disclosed*, has tested *positive* for COVID-19. The Registrar's Office will notify all students in the course and anyone listed in an instructional role.

In this scenario, contact tracing determines that the student was **not in close contact** with the instruction team or other students in the class.

The student is responsible for:

- Notifying the instructor that they will be absent due to an illness, if accommodations are required
- Requesting exceptions, extensions, or other ways to complete missed coursework

\*The student is not required to disclose that the illness is COVID-19.

The instructor is responsible for:

- If the student has not contacted the instructor, there is no action required
- If the student has contacted the instructor, follow up with the instruction team to share that the student is sick and will be absent until further notice
  - Work with the student to enable work to be done remotely, if possible
  - Encouraging the student to reach out to their academic advisor, if helpful

The instructor should not:

- Ask the student for their diagnosis

- Share any student's medical information with the instructional staff, other students in the class, or anyone else

\* The instructor may contact Occupational Health directly if concerned about exposure and/or would like to be tested.

### Variation of Scenario 1

A student contacts the instructor of an indoor, in-person lab class to let them know that they have **tested positive** for COVID-19.

The student is responsible for:

- Following instructions for [self-reporting their COVID-19 status](#)
  - Notifying the [Dean of Students](#) (DoS) of the positive test results and the classes affected.
  - This applies to undergraduate and graduate students

The instructor is responsible for:

- Confirming that the student has self-reported their COVID-19 status
  - Direct the student to self-report if they have not done so
- The instructor may also notify the Dean of Students
  - In this case it is appropriate to share the identity of the student and the information reported by the student to protect community health
- The instructor may contact [Occupational Health](#) directly if concerned about exposure and/or would like to be tested
- Notifying the instruction team to share that the student is sick and will be absent until further notice
  - Work with the student to enable work to be done remotely, if possible
  - Encouraging the student to reach out to their academic advisor, if helpful

The instructor should not:

- Share any student's medical information with the instructional staff, students, or anyone else

### For both scenarios, instructors are also encouraged to:

- Follow the Registrar's Office notification, check in with students in the course
  - Provide general support as some students may be frightened or concerned
  - Direct them to resources that may be helpful
  - Assure them that the course is continuing
- Self-monitor for symptoms for at least 14 days after the last day that the person diagnosed with COVID-19 was in class.
- Remember to complete the daily submission to Stanford's [Health Check](#) if coming onto campus, or if living on campus leaving one's residence.

- Contact Occupational Health directly if concerned about exposure and/or would like to be tested.
- Contact their primary health care provider if they develop COVID-like symptoms, such as fever, cough, or shortness of breath and report this through Health Check.
- Notify Stanford via Health Check and make sure to follow up with your personal physician if they are tested for COVID-19 or test positive for COVID-19.

## Scenario 2

An instructor teaching an outdoor, in-person class reports **a set of symptoms** consistent with COVID-19. They **test positive** 24 hours later.

The instructor is responsible for:

- Reporting their positive test in Health Check and following all instructions
- Following instructions for **Mandatory self-reporting of COVID-19 status** to Stanford
  - Occupational Health and Human Resources will receive a notification alert and will follow up directly with the instructor
- Not coming to campus for any reason
- Arranging for another instructor or other members of the instruction team to teach until cleared to come to campus and teach.
- Sharing the back-up teaching plan with relevant individuals in the department or program
  - It is recommended that the instructor create and share their backup plan early in the quarter so that it can quickly be enacted, if needed

The instructor is not:

- Required to share their medical diagnosis with their instruction team or students in the course
- Required or encouraged to teach while they are sick

The instructors should not:

- Cancel the course, as this may unintentionally impact student academic progress, full-time status, or athletic eligibility
- If it is impossible for the course to continue, notify the department or program
- The instructor or department/program designee will also need to notify
  - Registrar's Office - Courses & Scheduling
  - Academic Advising (if undergraduates are enrolled)
  - Dean's Office (Graduate & Undergraduate Studies if in H&S)

## FAQs

**Will an instructor be notified of the identity of the student diagnosed with COVID-19?**

No. HIPAA prevents sharing of medical information such as a positive COVID-19 test result with an instructor. The student will be encouraged to reach out to you for appropriate academic accommodation.

**Will only the instructor be notified if a student in their course tests positive for COVID-19, or will all members of the instructional team be notified?**

The Registrar's Office will notify all members of the instructional team who have been entered into the CLSS system. This is a good time to check course listing information in [explorecourses](#) to confirm that the instructional team listing is complete and up-to-date.

**Will an instructor's classroom be closed for deep cleaning?**

This will depend on the timing. For example, if more than 48 hours has elapsed between the positive test and the student being in the classroom, there is no benefit imparted by deep cleaning. The classrooms will have enhanced cleaning daily. The Registrar's Office will let you know if the classroom needs to be closed for cleaning.

\*Please note that health professionals have determined that the greatest risk of contracting COVID-19 arises from close contact with an infected person rather than potential contact with contaminated surfaces.

**Will an instructor be notified if a student in a different class using their classroom tests positive for COVID-19?**

Yes. The Registrar's Office will notify instruction teams and class participants who subsequently used that classroom, if there is an immediate impact to the classroom space or building. In some cases, the classroom will be closed for cleaning.

**Does an instructor, instructional staff, or other students in the class need to self-quarantine if one student in a class tests positive for COVID-19?**

If a student identifies their instructor or another student in the class as someone they have been in close contact with, the identified individuals will be contacted and may be advised to self-quarantine based on medical guidance.

There is no need to quarantine unless contacted a university contract tracer.

**Will an instructor be notified if a student *may* have COVID-19?**

No. Instructors will only be notified by the Registrar's Office if a student enrolled in their course tests positive for COVID-19.

**If an instructor receives notifications of multiple students in their course testing positive for COVID-19, what should they do?**

The instructor should:

- Consult with CTL for pedagogical guidance
- Communicate any changes to the course format to enrolled students and the instruction team

Instructors are discouraged from cancelling their course.

### **What can an instructor expect if a student identifies them as a close contact?**

If a student has tested positive for COVID-19 and indicates that they have had close contact with an instructor, the instructor will:

- be notified that they have been exposed to COVID-19, and
- be provided instructions on required and recommended actions.

### **What campus response teams may be involved when a student or member of the instruction team tests positive for COVID-19?**

Depending on the situation, the following may be involved:

- **Dean of Students** - supports undergraduates & graduate students
- **Vaden Health Center** - provides exposure notification and medical care for undergraduates & graduate students
- **Environmental Health & Safety/Occupational Health Center** - contacts Registrar's Office to provide exposure notification to instructors and classrooms
- **Registrar's Office** - provides course roster information for notifications & contact tracing
- **Land, Building & Real Estate** - provides services for outdoor & indoor classroom and meeting spaces

Helpful Information links:

- Health Alerts Mandatory Self-Reporting COVID-19 Status  
<https://healthalerts.stanford.edu/covid-19/self-reporting/>
- Take Your Daily Health Check <https://healthcheck.stanford.edu/login>
- In-Person Teaching Town Hall Slides  
[https://docs.google.com/presentation/d/1Tm59Adeh2\\_OBagK-A9xB0waMaxqIWkyeKh8E6fXAcIM/edit](https://docs.google.com/presentation/d/1Tm59Adeh2_OBagK-A9xB0waMaxqIWkyeKh8E6fXAcIM/edit)
- Occupational Health Center <https://ehs.stanford.edu/about-us/occupational-health-center>
- COVID-19 Dashboard  
<https://med.stanford.edu/covid19/dashboard.html>