Below are the latest policies/procedures for the 2020 Fall semester in the face of the pandemic. A faculty member from another department drafted these notes from a Directors for Undergraduate Studies (DUS) meeting. I have edited the points to those that apply to us in Rhetoric, as well as for clarity’s sake. *Please read over the policies/procedures carefully.* Contact your PDP leader should you have any questions.

1. The College has a [Pandemic Policies web site](https://clas.uiowa.edu/faculty/undergraduate-teaching-policies-resources/pandemic-policies) that summarizes the information relevant to classes.

* For "regular," non-covid absences, use regular procedures. You can ask students to complete the [student absence form](https://clas.uiowa.edu/sites/default/files/ABSENCE%20EXPLANATION%20FORM.pdf), and students, as is typical, are responsible for making up missed content.
* Students with Covid symptoms (but without either a positive test or known exposure) should isolate and not go to class. In this situation, students should be encouraged to contact a healthcare provider for a phone/online appointment. (You can give students this link to UIHC if they need support finding a healthcare provider: <https://uihc.org/2019-novel-coronavirus-covid-19>) Students should \*not\* complete the UI Covid self-reporting form at this point. (They should only complete it if they test positive *or they have come into contact* with someone who has Covid. See below point.)
* Students with a positive test *or known exposure* should again isolate, not attend class, and contact a healthcare provider, and they should also complete the [UI self-report form for covid-19](https://login.uiowa.edu/uip/auth.page?scope=workflow.api.forms&response_type=code&redirect_uri=https%3A%2F%2Fapps.its.uiowa.edu%2Fforms%2Fhawkid-login&state=32c40929-e424-4290-8112-67268e5204ca&client_id=forms). This self-reporting information will be used by Johnson County Public Health for contact tracing.
* For students testing positive, we were told explicitly that **instructors cannot announce that there has been a positive case in the class**. Instructors are not allowed to make the decision to quarantine an entire class/discussion or to move the class entirely online. Instructors can move a single class on-line if needed (e.g., the instructor is sick or has an emergency). Procedures for changing a class from in-person to online will be forthcoming, and those requests will need to go through the Dean's office.

2. The College would like all instructors to cover some critical information during the first week of classes. This should include:

* the format of the class (on-line, hybrid, face-to-face, etc.)
* for in-person classes, be sure to remind students that face coverings are required (mask and/or shield) and that everyone is expected to socially distance; instructors should model good face covering and social distancing, too
* encourage students to sit in the same place and be aware of those around them
* be clear on Collegiate attendance policy: students will not be penalized for missing a class if they have Covid symptoms (and please arrange your classes accordingly— we don't want anyone with symptoms attending class!)
* review the student self-reporting form linked above
  + *highly recommended:* link the self-reporting form and healthcare provider link somewhere on your ICON page
* stress to students the importance of staying connected by reading email regularly and checking class ICON pages; instructors should keep ICON pages current with class information and updates

3. The College recommends that instructors be reasonable and flexible with attendance and participation points.

4. Instructors can allow students to Zoom into a class, but instructors are not required to make this allowance. (The College was unclear about how this would intersect with students with [TALA](https://sds.studentlife.uiowa.edu/fall-2020/covid-19-temporary-learning-arrangements/) accommodations. It is assumed in these cases instructors would be obligated to allow students to Zoom in to the class to meet the approved accommodations).

5. Where and whenever possible, please record in-person lectures and discussion sections so that materials are available for students when they are in quarantine. These recordings will also be useful to students when all instruction goes online.

6. While this may seem counterintuitive from number five (above), please note the following FERPA regulations. If other students will have access to course recordings, students must provide permission to be recorded. Luckily, Zoom now has an ask-permission feature when students enter the meeting or recording begins. As for face-to-face class recordings, please keep the camera pointed in a direction that does not capture students, or permission must be secured from the students who are recorded.

7. It is good procedure to make sure all assignments and assessments are handled via ICON (no hard copy anything) due to quarantine absences and health/safety considerations. It was also brought up in another meeting that students may not have access to printers, as many printing locations are closed.