

INSTRUCTOR GUIDE: WHAT TO DO ABOUT STUDENT ILLNESS AND QUARANTINE IN THE COVID-19 ERA

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INFORM YOUR STUDENTS IN ADVANCE

✓ On your syllabus, include the [required statement about COVID-19](#), which:

- Reminds students of their responsibility to observe campus policy on masks and physical distancing, and to complete a Daily Health Form
- Informs students that if they do not comply with campus policy they will be required to leave the class
- Reminds students that if they are sick they must stay home and complete the Health Questionnaire and Illness Reporting Form remotely
- Supplies you with a chance to state the procedures by which students should alert you about absence due to illness or quarantine

✓ On your syllabus, explain how you will handle these situations:

- If an in-person or hybrid in-person class, how you will give a student who is quarantined but still able to do class work the opportunity to participate remotely and/or do makeup work for in-person sessions
- For any class modality, how you will give students with a short-term illness or disability the opportunity to make up the work missed

✓ On your syllabus, explain that if a student discloses to you that they have tested positive for COVID-19 *or* are having symptoms of COVID-19 *or* have had close contact with someone who has tested positive for COVID-19, you will submit that information to the Medical Services Public Health Office for the purposes of contact tracing (contacttracing@colorado.edu and/or 303-492-2937).

✗ **DO NOT** require students to tell you the nature of their illness or why they have to quarantine. This violates FERPA (student privacy) laws.

✗ **DO NOT** require “doctor’s notes” for absences due to illness, quarantine or health care appointments. This practice overburdens the health care system at any time, and especially during a pandemic. Campus health and wellness services (including Medical Services, Counseling and Psychological Services, and Student Support and Case Management) no longer provide “doctor’s notes.”

IF YOUR STUDENT TESTS POSITIVE FOR COVID-19 AT CU BOULDER MEDICAL SERVICES

✓ [Medical Services](#) or its [Public Health Office](#) will contact the Office of the Registrar. For health and safety planning purposes, the Registrar will identify any in-person or hybrid in-person class(es) the student is taking and will notify the chair or director of the relevant department(s). The Registrar will not identify the student by name to the chair or director.

✓ If your in-person or hybrid in-person class is involved, your chair or director will tell you that a student in your class has tested positive for COVID-19 and will consult with you about whether further action is advisable from a health and safety perspective (e.g., teaching the class remotely for a period of time).

✓ Remember that if you and your class have practiced correct masking and distancing procedures, it is unlikely that anyone has had close enough contact with the infected student to warrant further action.

✓ Follow your plan outlined in your syllabus for these situations as needed:

- Give a student who is quarantined but still able to do class work the opportunity to participate remotely and/or do makeup work for in-person sessions
- Give a student who is ill or has a short-term disability the opportunity to make up the work missed

✗ **DO NOT** cancel your in-person or hybrid in-person class or move it to remote mode unless your chair or director directs you to do so.

✗ **DO NOT** inform the other students that a classmate has tested positive unless your chair or director directs you to do so.

IF YOUR STUDENT TELLS YOU THEY HAVE TESTED POSITIVE FOR COVID-19 OR ARE HAVING SYMPTOMS OF COVID-19

OR HAVE HAD CLOSE CONTACT WITH SOMEONE WHO HAS TESTED POSITIVE FOR COVID-19

- ✓ Whatever the class mode (in-person, remote, online), notify the Medical Services Public Health Office (contacttracing@colorado.edu and/or 303-492-2937) with the student's name, Student ID number, and the course information. This will initiate the contact tracing process.
- ✓ If you are teaching an in-person or hybrid in-person class, consult with your chair or director about whether further action is advisable from a health and safety perspective (e.g., teaching the class remotely for a period of time equivalent to quarantine).
- ✓ Remember that if you and your class have practiced correct masking and distancing procedures, it is unlikely that anyone has had close enough contact with the infected student to warrant further action.
- ✓ Follow your plan outlined in your syllabus for these situations as needed:
 - Give a student who is quarantined but still able to do class work the opportunity to participate remotely and/or do makeup work for in-person sessions
 - Give a student who is ill or has a short-term disability the opportunity to make up the work missed
- ✗ **DO NOT** cancel your in-person or hybrid in-person class or move it to remote mode unless your chair or director directs you to do so.
- ✗ **DO NOT** inform the other students in your class that a classmate has tested positive unless your chair or director directs you to do so.
- ✗ **NEVER** identify the student by name to your class or anyone else, except for the Public Health Office as described above.

IF THE PUBLIC HEALTH OFFICE REACHES OUT TO YOU ABOUT YOUR STUDENT AS PART OF COVID-19 CONTACT TRACING

- ✓ If you are teaching an in-person or hybrid in-person class, consult with your chair or director about whether further action is advisable from a health and safety perspective (e.g., teaching the class remotely for a period of time equivalent to quarantine).
- ✓ Remember that if you and your class have practiced correct masking and distancing procedures, it is unlikely that anyone has had close enough contact with the infected student to warrant further action.
- ✓ If given advice by the Public Health Office about your own health, follow the [Instructional Personnel Decision Tree](#) with your department.
- ✗ **DO NOT** cancel your in-person or hybrid in-person class unless the Public Health Office advises you to do so, and only after consultation with your chair or director.
- ✗ **DO NOT** inform the other students in your class of the student's status unless the Public Health Office or your chair or director advises you to do so.
- ✗ **NEVER** identify the student by name to your class or anyone else, except for the Public Health Office.