

Lightning Says

FACULTY AND STAFF MAY ASK . . .

Upon Returning to Campus



**MIDDLE
TENNESSEE**
STATE UNIVERSITY.

Updated January 2021

Welcome (back) to campus!

While we are committed to continuing on-campus operations for the spring term, students, faculty, and staff must work together to help mitigate the spread of the virus on our campus and in the community. Here are answers to some of your questions regarding MTSU's policies to help keep you and the rest of our True Blue community safe during the COVID-19 pandemic.



For a more extensive list of questions and answers, visit mtsu.edu/coronavirus

Report your COVID-19 test results or exposure at mtsu.edu/covidreporting or 615-494-7745

OUR MASK REQUIREMENT

Do I have to wear a mask?

Masks or face coverings are required inside all campus buildings, including classrooms, labs, offices, and common areas such as hallways, stairways, elevators, restrooms, and other shared spaces. Masks or face coverings and social distancing also are highly recommended when outdoors.

Will personal protective equipment (PPE) be provided to staff and students?

The University is providing reusable masks to all employees and students, along with reusable microfiber cloths, spray disinfectant, and no-touch thermometers to campus departments.

How are we defining "mask"?

- A mask is a face covering that fits snugly against the side of the face; completely covers the nose and mouth; is secured with ties or ear loops; includes multiple layers of fabric; allows for breathing without restriction; and can be laundered and machine-dried without damaging or changing its shape.

- Appropriate masks or face coverings include disposable single-use paper masks with ties or ear loops, gaiters, balaclavas, and bandanas.

May I use a face shield instead of a mask?

No. The current recommendation is that face shields do not serve as an adequate barrier against aerosolized particles escaping into the air.

What happens if I forget my mask or face covering? Where will I be able to obtain one?

The University will provide departments with disposable masks for employees who forget to bring theirs. Administrative departments will have some disposable masks on hand for individuals who forget their masks. Masks can be purchased at MTSU's Phillips Bookstore.

What happens if someone comes into my office who is not wearing a mask?

University departments will have disposable masks available for campus visitors not wearing face coverings.

What happens if a visitor to my office refuses to wear a mask?

- Campus signage will indicate that a mask is required in all buildings.
- Departments will have disposable masks available for anyone coming into an office without a personal mask.
- If a visitor refuses to wear a mask, they should be asked to set up a telephone or virtual meeting with the individual whom they came to see.

What should I do if a student arrives for class and does not have a mask?

Departments will provide faculty with additional masks for students who come to class without one, but students should not expect the University to supply them with daily masks. Students should arrive to class prepared.

What if a student refuses to wear a mask?

- Faculty should attempt to de-escalate the situation by inviting the student to pick up their things and to meet them outside the classroom. The faculty member should ask the student to put on a mask. If the student does, they may return to the classroom. If the student refuses, they should be asked to leave the building.
- Faculty should report the student to the Office of Student Conduct (mtsu.edu/student-conduct or 615-898-2750).
- If the student refuses to wear a mask and will not leave the building, faculty may either dismiss the class or call University Police (615-898-2424 from any phone or 911 from a campus phone).

What happens if my supervisor does not wear a mask or tells me to take mine off?

- ALL employees, including supervisors, **MUST WEAR** a mask inside any campus building, except in private offices.
- Failure to do so could result in disciplinary action up to and including termination of employment.

SAFETY AND HEALTH

What should I do if I experience symptoms of COVID-19?

- Stay home and do not go to work.
- Notify your supervisor of your absence.
- Separate yourself from other people; monitor your symptoms.
- Contact your health care provider about what to do next.

What happens if someone in my classroom has tested positive for COVID-19?

According to the Tennessee Department of Health, in a socially distanced classroom with all participants being six feet apart and wearing masks, the contagion risk is low and no quarantine of classroom participants is necessary.

What should I do if someone contacts me about MTSU's safe return policies?

You may refer them to the MTSU COVID-19 Infoline at mtsucovid19@mtsu.edu or 615-396-9355.

What if I get COVID-19 testing off campus?

Anyone who receives testing from outside institutions should contact Student Health Services to ensure that quarantine/isolation dates adhere to Tennessee Department of Health and MTSU guidelines.

What happens if I have to quarantine because of contact with another person with COVID-19? Will I be allowed to work remotely?

Please see *Policy 825-A COVID-19 Illness* (mtsu.edu/policies/personnel/825-A.php) and talk with your supervisor.

CLASSROOM AND INSTRUCTIONAL ISSUES

Are faculty expected to enforce safe-return policies (wearing masks, social distancing) outside of their own classrooms?

As part of our True Blue community, faculty, staff, and students may suggest that others abide by policy or report violators as appropriate (i.e., to Human Resources or the Office of Student Conduct).

What happens if a student stops by my office while I'm on campus?

- Faculty are not required to hold in-person office hours this semester. Departments will provide appropriate spaces for in-person meetings when necessary.
- If faculty and students talk outside the classroom, masking and social distancing policies apply.

What happens if my student misses a class due to illness?

MTSU *Policy 311-A Attendance Policy Amendment* accounts for face-to-face/on-campus absences due to COVID-19. If a student is ill and cannot be present for a synchronous remote class, they should contact their instructor.

Do I direct a sick student to Student Health Services if they are on campus?

Yes.

May I ask a student for medical documentation verifying illness and/or a return-to-class date if they tell me that they are missing class due to an illness?

You may ask for documentation verifying a visit with a health care professional, but you may not require such documentation (see *Policy 311-A IV.D*).

What happens if I get sick or must quarantine due to possible COVID exposure?

Please notify your department chair so that arrangements can be made to cover your classes. Please also complete the COVID-19 Reporting Form so that Student Health Services can keep an accurate count of University cases.

TECHNOLOGY AND FACILITIES ISSUES

If the classes I teach are remote and online, may I opt out of parking?

- Faculty are not required to purchase a parking tag if you will not be on campus in Spring 2021; however, if you need to come on campus and park anytime between 7 a.m. and 4:30 p.m. M–F, you will need to either purchase a \$2.00/day parking pass or park and pay at a meter.
- Should you wish to secure faculty parking beginning in January 2021, the cost will be pro-rated.

Will software, like Adobe Creative Suite, be made available?

- If specific software beyond the basics is required for a class, you should provide your students with instructions within the course on how to access the software.
- MTSU worked with Adobe's parent company to secure Creative Cloud for students who need it for classes.

How will students know what's going on in a class that they missed because they are sick or isolated? Will we video all in-person classes?

- Classrooms have been equipped to stream classes live as well as record for later viewing. For classes where recording may not be appropriate, instructors will provide alternate materials.
- A **Videos** link appearing in the navigation bar for every course in D2L will provide recordings of all class meetings.

Will Incomplete or Withdrawal policies change to address the needs of students who become ill?

Changing Incomplete and Withdrawal policies is not under discussion. Students who become ill should inform their instructor and/or advisor of the situation to determine the best solution.



TERMS

Isolation separates sick people with a contagious disease from people who are not sick.

Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

For more information about how MTSU is dealing with the coronavirus/COVID-19, visit [mtsu.edu/coronavirus](https://www.mtsu.edu/coronavirus)

MTSU COVID Directive for Employee Screening and Staying/Going Home

REGARDING YOUR OWN HEALTH AND SYMPTOMS

IF	THEN
If you have symptoms that might be COVID-related and you are at home	You should not come to campus. You must report symptoms to your supervisor and submit the MTSU form at mtsu.edu/covidreporting . You should visit your health care provider as soon as possible to be tested. While waiting for test results, you should quarantine.
If you have symptoms that might be COVID-related and you are already on campus	You should report symptoms to your supervisor and submit the MTSU form at mtsu.edu/covidreporting . You should visit your health care provider as soon as possible to be tested. While waiting for test results, you should quarantine to avoid contact with others.
If you receive a negative COVID test result and you have no symptoms	You may return to work if you have been symptom-free for 24 hours.
If you receive a positive COVID test result and you have no symptoms	You must isolate for at least 10 days from the date you took the test. The 10 days starts the day after the positive test. You may return to work on Day 11 if you have remained symptom-free.
If you receive a positive COVID test result and have symptoms	You must isolate for at least 10 days from the start of symptoms and be symptom-free for 24 hours. The 10 days starts the day AFTER symptoms start. You may resume contact with others on Day 11 if you have been symptom-free for 24 hours.

REGARDING THE TESTING STATUS OF OTHERS AROUND YOU

IF	THEN
If you have been in close contact (defined as within 6 feet for more than 10 minutes) with someone who has tested positive for COVID-19	You must either: Quarantine for 10 days (PREFERRED), starting the day AFTER the last contact with the person who is infected. You may resume contact with others on Day 11 if you have no symptoms. OR Quarantine for 7 days and provide a negative COVID test (antigen or PCR) taken on or after Day 7. You may resume contact with others on Day 8 if you have no symptoms.
If someone you live with receives a positive COVID test result and you continue to share space with that person	You must either: Quarantine for 10 days from the start of their symptoms PLUS an additional 10 days (PREFERRED) after the person is no longer ill (20 days total). You may resume contact with others on Day 21 if you have no symptoms. OR Quarantine 10 days from the start of their symptoms PLUS an additional 7 days and provide a negative COVID test (antigen or PCR) taken on or after Day 17. You may resume contact with others on Day 18 if you have no symptoms.
If you have been in the presence of someone who has tested positive for COVID-19, but you have not been in close contact (defined as within 6 feet for more than 10 minutes)	You do not need to quarantine or take any other action.