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Sent: Friday, August 21, 2020 3:05 PM
To: [fulltimefaculty](#); [adjunctfaculty](#)
Subject: A Few Last Minute Details and Clarifications
Attachments: Fall 2020 Mask Locations.docx; CoxHealth Telehealth Information Sheet.pdf

Happy Friday, Faculty –

Just a few last minute things to share before the big day on Monday:

- **Mask Guidance:** In response to some of your questions during our Academic Town Halls, the college has tightened [the language on the website about masks](#). It has been updated to say, *“An appropriate facial covering should be made of non-porous cloth and can include a purchased or homemade mask, scarf, bandana, gaiter or handkerchief. The facial covering must cover the nose and mouth.”* Feel free to point to this language if a student shows up wearing a mask made of something like netting or mesh.
 - **Mask Stations:** Attached is a list of all the places that will have masks available for students who show up without one. Find the ones that are nearest to your classrooms.
- **Children in Class:** [Our catalog states that children are not to be in any classrooms](#), but as you probably are aware, we’ve had faculty who have allowed this in the past out of the goodness of their hearts (I know I have). However, in the midst of a pandemic when we are trying to prevent the spread of disease, this is not a good idea. Be polite to the student and offer to work with them in another way, but be firm in enforcing the “no kids in class” rule.
- **Cox Virtual Visits for OTC Students and Employees:** Attached is the flyer with instructions for virtual visits using the special OTC code. Cards have been printed with this information. They will be in classrooms and are available from division or location deans or directors. If you are teaching a seated class and have a student present with COVID-19 symptoms or report to you that they are having symptoms, give them this card which explains what they need to do next: either participate in a virtual visit by phone or contact Safety and Security at their location. A room has been designated at each OTC location for students to privately participate in virtual visits.
 - **Symptomatic Students Without Transportation:** A question arose about how to help students who need to leave class but do not have immediate access to transportation to leave campus. Please refer them to Safety and Security.
- **Submit an OTC Cares Report:** Remember to [submit an OTC Cares report](#) for *any* student who has symptoms or notifies you of a positive COVID test. **This applies to *all* students, whether online, hybrid, or seated.**
- **Clarification on Seating Charts:** We are not mandating the use of seating charts. With so many different types of classes, some with students frequently up and moving around, mandating a seating chart doesn’t make sense. Remember that the college will notify *all* students who were in a classroom with a student who has tested positive. This will happen with or without a seating chart. In my experience, students tend to be creatures of habit in terms of where they sit, so we will likely have a good idea of who was in close proximity should we need to give that information to the health department. If the instructor wants

to feel more sure by creating a seating chart, and it makes sense for their classes, even better.

This is new territory for all of us, and we're all a little anxious in anticipation of next week. Just remember: When in doubt, reach out to ask for help. You can call Safety and Security, your dean, director, department chair, or me. Use your resources. Help and guidance will not be far away. So take a deep breath, focus on your classes and your students, and let us support you.

Enjoy your final weekend before Fall 2020 begins!

Tracy

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