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**Sent:** Monday, August 3, 2020 11:00 AM  
**To:** [fulltimefaculty](#); [adjunctfaculty](#)  
**Subject:** Provost's Notes: In the Event of Illness

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Good morning, Faculty –

Today we'll discuss a not-so-pleasant topic, but one that is occupying our minds almost incessantly these days: Illness. While managing the effects of illness is something we all must do individually, the college has created supports to ensure that employees and students do not have to navigate this pandemic alone.

### **WHAT TO DO IF A STUDENT IS SICK**

For some of you, this semester will be different in that we'll actively ENCOURAGE STUDENTS TO MISS CLASS IF THEY DO NOT FEEL WELL. But what happens if a student **shows persistent COVID-19 symptoms in class**, or notifies you that **they are required to quarantine or have tested positive for COVID-19**?

### REPORTING THROUGH OTC CARES & FOLLOW UP PROCEDURES

- **Please report ALL students, online OR seated, who show symptoms, must quarantine, or have tested positive through [OTC Cares](#).** When you visit the OTC Cares page, you will notice that a special link for COVID-19 has been added under the "Student Care" category. The college has developed a robust tracking and communication system, but it relies upon your reporting.
- Once the report has been received, an OTC Cares team member will be assigned to serve as the student's point of contact with the college during this period and will contact the student to provide information about where to seek medical assistance.
- The team member will also notify the student's instructors about the need to provide instruction to the student remotely and will let them know when the student is cleared to return to class (if seated). **Have a plan for how students can continue to participate in your classes in the event they cannot be present.** Canvas Attendance will have an option for recording if the student is "present" in person or off-site.
- In addition, an email will be sent to students enrolled in seated classes with the student, informing them of possible contact with a COVID-19 positive individual.
- Because of masking and cleaning protocols in place, we will encourage students and instructors to self-monitor for symptoms; however, unless symptoms emerge and/or someone tests positive, there will likely be no need to quarantine. Please do not share with classmates which student is ill, since this would be a violation of the student's privacy.

### HANDLING STUDENT ABSENCES

- The new Canvas attendance module has a seating chart feature. I encourage you to use it. Again, please take attendance EVERY DAY. This will be important for any contact tracing the college needs to do. Students in close contact with an individual who is ill may need to be contacted. "Close contact" is defined as within 6 feet for at least 15 minutes.
- Remember, **students must be allowed to make up work they have missed due to illness – any illness.** Please do not require students to show you a doctor's note in order to make up work (many of our students do not have easy access to medical

care). If a student is COVID-positive, the OTC Cares team member will collect the documentation that is required for a student to return.

- The administrative withdrawal policy is still in effect for the fall semester, so students who have not participated in class in any way for 14 consecutive days must be withdrawn. However, for students who are COVID-positive and in quarantine, please communicate with the OTC Cares team member before administratively withdrawing them from class. Each of these situations will likely be unique, so each may need to be handled a bit differently.

### **WHAT TO DO IF YOU ARE SICK**

As I'm sure we have all been doing since early spring, self-monitoring will need to remain a part of our daily routine. Please monitor yourself for [COVID-19 symptoms](#) prior to leaving home for work.

### **REPORTING YOUR ILLNESS**

- If you are not feeling well, notify your supervisor and please do not come to work. If you are feeling well enough and can continue to offer your class remotely via Canvas and/or Zoom, please do so. Otherwise, enter a sick leave request in Time Clock Plus.
- If you are showing COVID-19 symptoms, are required to quarantine, or test positive, please notify your supervisor and Human Resources. The HR point of contact will contact you and inform you of next steps, including getting medical attention and gathering necessary documentation. Again, if you are feeling well enough to continue to deliver class remotely, you may do so.

### **THINGS THAT HAVE CHANGED SINCE LAST WEEK**

- Our Information Technology department has been hard at work outfitting classrooms across the system with Zoom capabilities. This will provide us with a great deal more flexibility for teaching this fall (and beyond).
- Along with that, our Center for Academic Innovation is working on training opportunities to help faculty learn about the technical and pedagogical aspects of teaching via Zoom. These opportunities will be communicated soon.

**A final note:** In the run-up to the fall semester, and all the anxieties that accompany it, let's not forget the student experience. [This article](#), written by a community college student, shares her experience during the spring semester and her hopes for the future. I encourage you to read it and use her voice to guide your planning for the fall.

Next week, I'll be sharing scripts for talking with students who aren't wearing a mask, what to do if they refuse, how to approach a student who is exhibiting symptoms, etc. Until then, thank you for reading this far (!) and please contact me with any questions.

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