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**Sent:** Wednesday, September 2, 2020 11:42 AM  
**To:** [fulltimefaculty](#); [adjunctfaculty](#)  
**Subject:** "Return to Class" Notifications

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Good morning, Faculty -

As you know, the college has consistently followed the guidance of the CDC and the Springfield-Greene County Health Department throughout the COVID-19 pandemic. As these entities learn more about the disease and their guidance changes, we adapt our processes as well. Sometimes these changes are complex, but the college is doing its best to make these adjustments behind the scenes so that faculty can focus on teaching and not have to worry about process. The SGCHD knows OTC's case management process is based upon their public health guidance and has given the college case managers the authority to clear students for return to class.

As known or suspected COVID-19 case counts rise, a few questions have arisen in the last few days regarding the notification process informing faculty about when students are cleared to return to a seated class after a suspected or confirmed COVID-19 illness. I want to clarify the college process as it relates to notification of clearance to return. You will receive notification that a student is cleared to return to your seated class in one of two ways:

1. Direct notification from the case manager to your OTC email (stay on top of your inbox)  
-OR-
2. Notification from the case manager to the student sent to their OTC email. You can consider this documentation acceptable for return to your class.

If a student returns to class without documentation, and you have not received any either (again, check your inbox), politely explain to the student that you cannot allow them to return just yet and encourage them to contact their case manager. Reassure the student you will continue to work with them while they are out of class. If you wish, you can email the case manager to double-check the student's status as well.

#### **HOW YOU CAN HELP**

Encourage your students who report being symptomatic or have tested for COVID-19 to **answer their phones** and **check their OTC email**. *It is extremely important for students to understand their responsibility in this process.* This will expedite both their access to medical care and their return to class.

Thank you. Please continue to reach out with questions.

#### **Tracy M. McGrady, Ed.D.**

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