

# Instructor Return to Class Guidelines



**The health and well-being of our students, instructors and staff is our top priority.**

The purpose of this document is to give you guidelines and directions for your class as we return to campus under very unusual circumstances. With the current and uncertain future of the COVID 19 Pandemic outbreak, it imperative we follow very specific guidelines until such time as the Pandemic ends. With that in mind, we ask that you do the following:

## At your First Class back on Campus:

- Distribute the Student Health Safety Agreement to all students** as they arrive/enter the classroom. They should already have received an electronic copy via email prior to coming back to campus;
  - Ask that they please familiarize themselves with the agreement while they are waiting for class to start;
- Take class attendance;**
- Review your contact information with your class**, even if you have already given them information at the first class. We don't want students to have any reason not to stay in touch if they have to miss class or need direction;
- Review the Student Health Safety Agreement with the class before beginning any class activity;**
  - **Review line-by-line and in particular**, cover all 8 points of the Student Expectations. We would ask that you explain how you prefer to stay in contact (telephone, text, email, etc.) with them if they need to communicate with you.
  - **Emphasize:**
    - **Stay home if they have ANY SYMPTOM of illness** or any illness;
    - **Importance of maintaining social/physical distancing** whenever possible and particularly on breaks;
    - **Wearing face coverings (masks)** until such time as it is no longer required nor recommended by the state and CDC;
  - **Ask them to sign up for the LFCC Alert** that will be used anytime there is important information to share with students. They can opt to receive texts or emails depending on their method of signing up;
  - **Explain that failure to abide by this agreement** may result in dismissal and loss of tuition;
  - **Ask students** if they are clear on the expectations;
  - **Have students print their name on the agreements, then sign and date them.** Please compare your roster to be certain you have an agreement from all students;
    - If a student is absent, make sure you cover this with them when they return and have them sign and date;
  - **Place the agreements in the catalog envelope once you have forms from all students** and return to the Workforce Solutions office;
    - Unless otherwise directed, if you have a student who has not returned after two class meetings, please reach out to the student to determine their status. If they are returning to the next class, wait and get their form and then return all forms to the WSCE office; and,
      - If a student is not returning, please advise your Program Manager and the WSCE office

## At all Subsequent Classes:

- Ensure that PPE is consistently worn, social distancing is practiced as appropriate, and lead by example;**
- If you have students who will not follow these guidelines**, please approach them and reemphasize the importance of compliance and the fact that if students don't comply, they risk infection, removal from the class, and loss of tuition. Most importantly, they jeopardize the health of classmates;
- If you have any issues or concerns or the students do**, please contact your Program Manager and/or the WSCE office; and,
- Immediately report any positive or suspected cases of COVID** to your Program Manager and the WSCE office.