



Virtual Instruction from University Teaching Spaces

In light of public health restrictions during the COVID-19 pandemic, the university will continue to limit access to campus. The university asks all faculty members to work remotely as they prepare and deliver their courses virtually. Faculty members who choose to provide virtual instruction from university labs, studios or other classrooms (hereafter “teaching spaces”) must do so in compliance with the California Department of Public Health (CDPH) guidelines for working in office spaces (<https://covid19.ca.gov/pdf/guidance-office-workspaces.pdf>).

To facilitate compliance with the University’s Return to Work (“RTW”) plan and CDPH guidance, this document describes the requirements by which Stanislaus State faculty members who choose to provide virtual instruction from campus teaching spaces may do so. This document does not apply to faculty members who have permission to work in their individual university offices and are providing instruction from those offices.

A separate document applies to faculty members who come to campus to teach approved face-to-face courses. The Dean will need to complete and submit a RTW Department Risk Assessment and Mitigation plan for the University’s approval.

1. For each lab, studio or other classroom under consideration, the faculty member and department chair shall establish a written COVID-19 prevention plan and perform virtually, a risk assessment of the work area. These plans shall be submitted to the college dean for approval. (Attached to this document is a template to facilitate the creation of prevention plans.)
2. The prevention plan shall provide a detailed schedule for use of the teaching space.
 - a. Every effort should be made to assign only one faculty member to a given teaching space, as this will reduce the need for frequent cleaning and sanitation between uses.
 - b. If a teaching space is to be used by more than one faculty member, the schedule shall indicate the names of every faculty member and the times they will be occupying the space.
 - c. The dean will share the schedule with facility services to determine if an appropriate cleaning schedule can be arranged. In some cases, the need to clean and sanitize between instructors may prohibit more than one faculty member using a teaching space.
3. Staff shall not work on campus more hours than specified by the dean.
4. The plan shall specify which faculty member will be responsible for implementing and monitoring compliance with the plan and CDPH guidelines. The responsible faculty member shall document and report to the dean deficiencies in, and deviations from, the plan. The Dean will report any deficiencies to Safety & Risk Management.
5. Faculty working in their university offices agree to only have access to other areas in the building explicitly included in the approved written plan.
6. Faculty will only work in person with students and other people who are part of the work that is in the approved written plan.
7. Faculty working on campus shall create and maintain a contact log using the provided form, to document any close contact with other people on campus (i.e., within six feet for 10 minutes or more). This requirement is intended to facilitate contact tracing, should it become necessary.
8. Any COVID-19 illness among faculty working on campus may result in further restricting faculty access to teaching spaces.
9. Failure to adhere to these guidelines could result in workplace illnesses that may result in further limiting access to campus.
10. Faculty choosing to conduct virtual instruction from university teaching spaces shall complete the University’s mandatory COVID-19 training that includes self-screening, self-care, ingress and egress to the building, sanitation, disinfection and other relevant safety topics.

This document is effective August 1, 2020, and it will be re-evaluated at the beginning of each semester. If guidelines from the CDPH are more stringent than this document, then the CDPH guidelines will be implemented immediately.