



FLORIDA STATE UNIVERSITY
COLLEGE OF FINE ARTS
Department of Art

August 22, 2021

To All Faculty and Graduate Students:

8-21-21 SUMMARY DOCUMENT from Lilian Garcia-Roig highlighting information on COVID status, remote teaching procedures and absences, etc.

Remember that all students, faculty & staff are expected to voluntarily self-report any COVID exposure and test results to <https://stayhealthy.fsu.edu/safer> or 850-644-5555

All FSU Employees are required to report to FSU through the Wellness App

<https://stayhealthy.fsu.edu/safer-contact-assessment/employee-return-campus-guide>

QUARANTINE PROTOCOLS:

Keep in mind the definition of close contact exposure- According to the CDC, close contact is defined as:

- You were within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period (congregate activities qualify)
- You live in a home with someone with COVID-19
- You had direct physical contact with the person (touched, hugged, or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

WHAT TO DO NEXT

For **unvaccinated** individuals, quarantine for 10 days away from others after an **exposure**. A test is recommended 5-7 days after the last date of exposure, even if you don't have symptoms.

For vaccinated individuals, quarantine is not required if you do not have symptoms. A PCR test is recommended 3-5 days after your exposure, even if you don't have symptoms.

FSU administers tests free at the Tucker Center. Sign up online for your appointment here: <https://uhs.fsu.edu/coronavirus/testing/FSU>

You should wear a mask in public indoor settings for 14 days following exposure or until your PCR test result is negative. We EXPECT mask wearing at all times when indoors in situations where you are not the only person in the room.

If you develop symptoms (even after an initial negative test), please quarantine immediately and test (or re-test) for COVID-19.

If you get a POSITIVE TEST RESULT:

You should isolate away from others as soon as you receive notification of positive test result. You should not isolate in group settings. Only the Florida Department of Health can clear you from isolation. The FSU SAFER Team is an extension of the Florida Department of Health in Leon County and helps FSU students with faster processing. If you have a positive test result, you should immediately inform the FSU SAFER Team via the Daily Wellness Check at my.fsu.edu.

1. If you remain without symptoms during the entire 10 days (asymptomatic): Isolate for 10 full days from date of positive test result. (You may be released from isolation on the 11th day.)
2. If you develop symptoms (symptomatic): Isolate for a minimum of 10 day from date of positive test results AND resolution of fever without the use of fever-reducing medications AND improvement in symptoms for 24 hours. *Note that FSU HR return to work policy relies on test date only.*
3. In rare cases when people become severely ill and require hospitalization or have immunosuppression, it may be necessary to isolate for 20 days or longer. These are to be decided with close consultation with the Florida Department of Health.

If you think you have a false positive, you must isolate until you receive official clearance. We recommend you seek a PCR test immediately for confirmation of your result. A PCR test is the most accurate test available at this time.

ALL FACULTY & GRADUATE STUDENTS who test positive or have special circumstances in their family where they need to isolate/quarantine **MUST** report this to their supervisor and ultimately the Chair.

For ALL TEACHERS (Full-time, Adjuncts and TAs who need to isolate/quarantine:

If you are teaching a class, the Chair must be notified in order to approve an “emergency status” that will allow the teacher to shift their class into a fully-remote teaching mode

for up to, but not more than, a two-week period as per state mandate. Unless you are too ill to do so, **you are required to continue teaching your course as best as possible via zoom**. No in-class proctor will be required or provided for these temporary “emergency” remote teaching periods.

NOTE that by state law, teachers must have office hours, but they are allowed to have those via Zoom if desired. You are also allowed to increase the amount of material students can get from Canvas and split classes to ensure safe working conditions in labs as long as the course can still meet all of the stated teaching objectives.

All state of Florida employees MUST be in compliance with the Governor’s and FSU Board of Trustees/Governors mandate that classes return to full face-2-face work. In addition, HR has stated that having “discomfort” coming into a classroom is not an excuse for missing class or avoiding teaching or working in a classroom or lab. No accommodation will be provided for this.

As per HR, any employee who misses more than 3 days in a 30-day period without proper approvals and/or documentation, will face possible investigation by that office.

Guidance for teachers with students claiming “possible exposure” as reason for missing class:

Teachers **CAN** request proof of illness to be able to determine if a student has an excused or unexcused absence. (We understand this excused/unexcused absence situation will be extra tricky to deal with this year. We anticipate that students may claim they have no proof of possible exposure or refuse to share test results or vaccination status with you. We recommend that TA’s talk with supervisors to ensure grading policies are weighted on completion and quality of work, with some built-in leniency for absences.)

Also, the Foundations Directors have provided Teaching Grads and Adjuncts with additional information about absences and class participation/performance expectations. Their language was based on what is used by Interior Design & Architecture and faculty. The original document by Professor Jill Pable is attached.

If a student emails you saying they think they might have been exposed, we suggest you have a consistent email response ready to go such as:

Dear Student Y,

Thank you for reaching out and letting me know that you might have been exposed to COVID.

Please make sure to voluntarily report your exposure to the FSU SAFER website:

<https://stayhealthy.fsu.edu/safer>. By reporting your case, the SAFER team will be able to notify people who might have also been exposed as well as inform you, if you do test positive, as to when you can return to class.

On the FSU site: <https://stayhealthy.fsu.edu>, you can find current State of Florida and CDC information on testing and quarantining guidelines. Remember, as an FSU student, testing is free and available by appointment at the Civic Center:
<https://uhs.fsu.edu/coronavirus/testing/FSU>

In the meantime, you can join (all or parts/give time) of this class by ([Zoom link](#))
As far as your class work, you are still expected to complete your assignments (but here are the adjustments I am making so you can work from home. This can include a later due date).

Please stay in contact with me regarding your status and progress on your studio work. I look forward to seeing you back in class as soon as safely possible.

Best,
Teacher Y

Notice this template/example contains some of the same information about COVID testing they have already received from FSU. It also tells them specifically how to participate in the class/interact with the teacher if they do have to quarantine, while underscoring that they still need to complete assignments.

For GA (lab techs) who need to isolate and misses work:

GA positions officially begin on Monday, August 23 and end on Friday, December 10. As with holidays and the week of December 6th (when we are at Prospect), for sick days they will need to work with their supervisor to make up hours.

I know this is a lot, but I wanted to err on the side of repeating and over explaining. If you have any additional questions, please let me know and I will do my best to get as clear of an answer as possible.

Sincerely,

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