

## Winter 2021 Guide for Faculty and Department Chairs

### **Titans Together—Includes Campus Safety Guide and COVID Dashboard**

- <https://udmercy.edu/titanstogether>

### **COVID Referral—Report Any COVID-related concerns**

- <https://udmercy.edu/covidreport>

### **COVID Screening Tool for Access to Campus**

- <https://udmercy.edu/covidapp>

### **Student Support Resources**

- <http://libraries.udmercy.edu/ids/faculty/studentsupport>

### **Syllabus Guidelines with Required Syllabus Statements**

- <http://libraries.udmercy.edu/ids/faculty/syllabi>

### **Academic Calendar**

- [https://udmercy.edu/current-students/registrar/files/current\\_3yr\\_calendar.pdf](https://udmercy.edu/current-students/registrar/files/current_3yr_calendar.pdf)

### **Frequently Asked Questions About Returning to Campus**

- <https://udmercy.edu/coronavirus/FAQs.php>

### **Health and Well-Being Guide for Students and Employees**

- <https://udmercy.edu/coronavirus/health>

### **Instructional Technology Resources/Help for Faculty**

- <https://libraries.udmercy.edu/ids/faculty/>

### **Technology Continuity: Tech Support for On and Off Campus**

- <https://udmercy.edu/about/its/keepworking>

### **Policies / Guidelines**

#### **COVID-19 Attendance Policies**

- [COVID-19 Attendance Policies](#) for face-to-face and online classes (McNichols)

#### **COVID-19 Instructor Checklist**

- [Instructor Checklist](#) for face-to-face classes

#### **Policies Related to Online Classes and Classes with Online Content**

- [Accessibility of Course Content Policy](#)
- [Recordings of Class Sessions Policy](#)
- [Instructional Copyright Policy](#)
- [Course Copyright Policy](#)
- [Guidelines for Online Classes and Classes with Online Content](#) (McNichols)

## **Office Hours**

Faculty in online courses must hold office hours online. It is strongly recommended that faculty in face-to-face classes also hold office hours virtually during the COVID-19 pandemic. Any face-to-face office hours must maintain a physical distance of six feet and follow other safety protocol. IDS has developed the following webpage with helpful tips for offering office hours online: [Tips for Offering Office Hours Online](#)

## **Planning ahead for instructor absence**

Individual instructors should follow the [Instructional Continuity and Class Cancellation](#) protocol and have a communication and instructional continuity plan in place in case they must cancel class session(s). Department chairs should collect and review all course syllabi.

## **What if. . . ?**

### **What if an instructor or employee shows symptoms or tests positive for COVID?**

The instructor/employee should call [Human Resources](#) at 313-993-1036 ASAP. They will direct the employee to testing if needed and initiate contact tracing to alert individuals on campus with whom they have been in contact. Names are not shared as part of contact tracing.

### **What if a student shows symptoms or tests positive for COVID?**

Students on all Detroit Mercy campuses should contact the [Wellness Center](#) at 313-993-1185 ASAP. The staff will direct the student to testing if needed and initiate contact tracing to alert individuals on campus with whom they have been in contact. Names are not shared as part of contact tracing.

### **What if a student reports COVID exposure or symptoms to a faculty member?**

If a student reports to a faculty member that they are not feeling well or are experiencing COVID symptoms, the faculty member should immediately fill out a COVID-19 [Referral Reporting Form](#) and direct the student to call the [Wellness Center](#). The COVID Investigation Team will evaluate the situation and determine next steps. Individuals who have been in close contact with someone diagnosed with COVID-19 must self-quarantine off-campus, or, in the case of residential students, self-quarantine on campus for a designated period of time.

### **What happens in case of a classroom exposure?**

If an instructor or student is diagnosed with COVID-19, they should contact the [Wellness Center](#) or [Human Resources](#) immediately. For face-to-face classes, the COVID Investigation Team will contact instructors and determine whether or not the entire class needs to transition online. Instructors will also be contacted once students are cleared to return to class. Instructors should provide students with options for online instruction, if needed.

### **What do I do if I am concerned about a student's health or well-being?**

Submit a [COVID-19 Referral Reporting Form](#). You may also contact the Dean of Students at 313-993-1028 or [Wellness Center](#) at 313-993-1185.

### **What if a student refuses to wear a mask or follow other safety protocol?**

Submit a [COVID-19 Referral Reporting Form](#).

**Employees, students and others may report COVID-related concerns about themselves or someone else through the [COVID-19 Referral Reporting Form](#). Referrals should be made if an individual is experiencing COVID 19 symptoms, has been in contact with someone who is ill, or is exhibiting concerning behavior related to the University's COVID-19 safety guidelines.**