

## COVID-19 ACADEMIC POLICIES

- **Masks, covering the mouth and nose, will be worn at all times.**
- **Faculty have the authority to exclude from the classroom students who do not wear masks or wear masks incorrectly for the safety of others.**
- **The college determined classroom capacity after studying suggested social distancing guidelines.**
- **Safe social distancing procedures will be observed.**
- **Sanitizing supplies will be available in the classroom buildings.**
- **Students and faculty are urged to sanitize when entering and leaving a classroom.**
- **Students may want to bring wipes to sanitize their own space.**
- **Faculty members will ask students to enter and to leave the classroom in an orderly fashion.**
- **Instructors may opt to conduct their classes using a mix of mediums such as the following**
  - **face-to-face**
  - **flipped classrooms**
  - **half and half**
  - **alternate locations**
  - **conferences**
  - **online**
  - **others as deemed necessary**
- **Students and faculty will follow the attendance policy as set forth in the Andrew College Catalog. In the case of exposure to or symptoms of COVID-19, the attendance policy for each class must provide an option for students to quarantine or isolate. These policies will be outlined on the syllabus.**
- **Students should email their instructors to self-report COVID-19 exposure/symptoms in order to be excused from classes; these instances will NOT count toward the total number of absences for the class.**
- **Students are expected to choose one of the designated seats in class the first day, so the faculty member will be able to make a chart of the students in their seats to assist with contact tracing should a student test positive for COVID-19.**
- **Laboratory and studio classes will be conducted at the instructor's discretion to ensure safe social distancing.**