

## Instructional Delivery COVID-19 Protocol for MS Programs

### 1. Student COVID-19 case catalyst

- If 25% or more of a section's students are COVID-19 positive or experiencing COVID-19 symptoms and awaiting test results, SPS faculty will:
  - Faculty use Classroom-installed technology to record the class session and load the recording to Canvas.
- < 25% of Students
  - Impacted students are responsible for obtaining class notes from a classmate, attending office hours, etc.
- Academic Policy
  - If a student experiences a prolonged illness, they should contact their Academic Advisor to discuss options associated with a formal Incomplete or Withdraw

### 2. Faculty COVID-19 case catalyst

- Instructor has COVID-19 symptoms and is isolating due to positive COVID-19 test OR has COVID-19 symptoms and is awaiting test results, SPS will follow a tier preference approach to the implementing an Instructional Coverage Plan that focuses on minimizing disruption to the student experience,
  - Instruction Coverage Plan preference of options
    - Associate assigned to the section teaches class session as scheduled (assuming appropriate experience)
    - Substitute instructor teaches class section as scheduled
    - Reschedule the class session when there an appropriate substitute can not be secured to teach the session
- Instructor is asymptomatic with a COVID-19 positive or has recovered from COVID-19 but is still isolating based on [CDC guidelines](#), SPS will follow a tier preference approach to the implementing an Instructional Coverage Plan that focuses on minimizing disruption to the student experience.
  - Instruction Coverage Plan preference of options

- Associate assigned to the section teaches class session as scheduled (assuming appropriate experience)
  - Substitute instructor teaches class section as scheduled
  - Reschedule the class session when there an appropriate substitute can not be secured to teach the session
  - If circumstances make above options impossible, with approval from the Sr Associate Dean of Academic Affairs, an Instructor may teach a class via Zoom at regular class meeting time with all students remote
- Faculty who have been exposed to COVID-19 and test negative, may continue teaching on campus however they must wear a mask as per [CDC guidelines](#))
  - ISSO Compliance for International Students
    - 50% of semester's sessions must be on-campus and in-person
    - If this threshold is at risk, a substitute instructor must be assigned