

# Siena College

## COLLEGE AND ADMINISTRATIVE POLICY

<b>Policy Title:</b>	<i>Guidance on Responding to Student Safety Issues in the Classroom and Offices</i>
<b>Type or category of Policy:</b>	<i>Administrative.</i>
<b>Approval Authority:</b>	<i>Provost and Senior Vice President</i>
<b>Responsible Executive:</b>	<i>Provost and Senior Vice President</i>
<b>Responsible Office:</b>	<i>Provost Office.</i>
<b>Owner Contact:</b>	<i>Margaret Madden mmadden@siena.edu</i>
<b>Reviewed By:</b>	Dr. Margaret Madden
<b>Reviewed Date:</b>	14 September 2020
<b>Last Revised and Effective Date of Revision:</b>	14 September 2020

\*This policy was developed as a response to the COVID-19 crisis. It applies to the Fall 2020 semester and its continuation will be reviewed periodically as the situation changes.

**Policy template Approved by President's Cabinet 25 October 2016**

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## Reason for Policy

*This document gives guidance to faculty, administrators, and staff on how to respond to student behavior in relation to protocols for safe behavior during the COVID-19 pandemic.*

## Scope of the Policy: Entities or Individuals affected by this policy

- *All faculty, administration, and staff members*

## The Official Policy

**Campus policy is that students may not attend classes if they have symptoms or are suspected of presenting a contagion risk to others. Students in those categories will be asked to go to the Health Center and the faculty member will alert the Dean of Students Mike Papadopoulos as soon as possible.**

It is recommended that faculty directly communicate this policy with all students through a Canvas Course Announcement and/or email and that all faculty add this to their syllabi. The following guidelines and action steps are provided to support faculty in the execution of this campus policy:

- 1) Faculty members should ask students to show their Campus Clear Apps as they enter the classroom/laboratory/tent space. Students who haven't completed it should do so. If it does not show they are clear, they should be told to check in with the Health Center.
- 2) If a student exhibits symptoms such as sniffles or cough, the faculty member may say, "I am concerned you are not feeling well, so I excuse you from class so that you can check in with the Health Center." If a student refuses to do so you may call Public Safety. Again, notify the Dean of Students of the situation when feasible.
- 3) If a faculty member is concerned that a student may not be adhering to the Pledge and may be jeopardizing classroom safety, the following steps should be taken.
  - a) Faculty members should alert the Dean of Students, Mike Papadopoulos. Students should be told they may not attend class until the issue is resolved.
  - b) Faculty members are encouraged to excuse any absences from class that may arise from such a situation and work with students to make up missed material.
- 4) If a faculty member receives a second-hand report of potentially risky behavior related to COVID-19, they should require the student to refrain from attending class until safety concerns are addressed by the Dean of Students. **It is not the responsibility of the faculty member to ascertain the veracity of a report.** They may say something like this:

I've been told you may have engaged in behavior that is a violation of the student code of conduct in regard to COVID-19 exposure. I'm not saying that you are guilty and it's not my role to determine that or judge you. But in this critical situation, the public health risk takes precedence over everything else. **Campus policy is that any allegation must be reported to the Dean of Students Mike Papadopoulos and I must tell you not to**

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**attend class until the situation is resolved through him.** However, I will work with you to make sure that you keep up on class material and do not experience negative academic consequences because you may not attend class.

**Important Notes:**

- 1) Faculty are reminded that health information is private. The Health Center or any other office cannot tell you anything about the health of an individual student. They can tell you if a student is cleared to attend classes again.
- 2) Similar procedures apply to offices or other settings on campus. Students can be required to show their Campus Clear results and told they can't be in the office otherwise, whether they are student workers or seeking services from a department. If a student who is working in or visiting a campus office shows symptoms mentioned above faculty and/or supervisors and students should follow the protocols described above.

**Adopted:** 14 September 2020

**Reviewed:** 14 September 2020

**Revised:** 14 September 2020

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