



This message to all faculty and instructional staff has been approved by Dr. Sally McRorie, Provost and Executive Vice President for Academic Affairs.

As we close the first week of classes, I am pleased to share the following information and resources with all faculty and staff.

- Beginning Monday, August 30, 2021, SAFER will notify faculty or instructors of any student enrolled in their class who is not cleared to be on campus. The notification will include whether: 1) there are other exposures related to your class, 2) there are no other exposures related to your class, or 3) SAFER has not yet determined whether there are other exposures related to your class.
- The notifications will be delivered by secure e-mail and may request that you answer questions about the layout of your classroom, student attendance, mask-wearing, use of seating charts, etc., as part of SAFER's contact tracing and mitigation efforts. Please expedite your responses to these questions and provide as much detail as you can.
- Please continue to accommodate students who are in isolation or quarantine during their time away from the classroom. SAFER will provide an update when a student's status changes from "not cleared" to "cleared" when you should expect them to return.
- The "cleared/not cleared" status of an individual student is confidential and should be treated in the same manner as you would a student's disability accommodations, grades, or request for a medical absence. Do not share this information other than on a need-to-know basis.
- You can share with your class if you receive notification that there is an exposure related to your class, or that SAFER has enlisted your assistance in determining whether there may have been an exposure, without identifying any individual student. Please encourage students to respond to inquiries from SAFER if they receive them, as their cooperation is essential to good contact tracing.

Please also note the following additions to the Safe Classroom Tips document, which can be found at <https://fda.fsu.edu/fall-2021-guidance>:

- You can utilize a seating chart in your in-person classes and maintain it throughout the semester. Keeping students in the same seats (and keeping those seats distanced, if possible) helps minimize opportunities for COVID-19 spreading and will assist the SAFER team with contact tracing efforts if any positive cases or close contacts are identified in your classroom.
- If you are unable to use a seating chart, you can encourage students to sit in the same seat each time they come to class (and to do so in all of their live classes).
- You can encourage students to get to know the students who sit near them, or sit in cohorts, space allowing.

- You can encourage students to associate with those who have similar risk tolerances or approaches to mitigation, and to choose seats accordingly. Again, doing so will help us identify potential close contacts in the event of a positive test.
- You can take attendance and maintain attendance records. Doing so will assist us with contact tracing in the event of a positive test of one of your students.
- You can utilize the report.fsu.edu portal to report incidents of noncompliance with University or Department of Health directives, such as when you believe a student attends class who should be in isolation or quarantine.
- If you are encouraging students to get vaccinated, you can tell them of FSU's COVID-19 Incentive Program, offering a chance to win valuable prizes when you register and upload proof of vaccination. Details on the program for students can be found [here](#). Details on the program for faculty and staff can be found [here](#). You can review additional resources as well as FAQs for Instructors [here](#).

If you have questions or concerns, talk to your department chair, dean, or director. In addition, please continue to check the Stay Healthy website (<https://stayhealthy.fsu.edu/>) for links to resources and FSU policies.

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