1. What’s meant by “close contact” with COVID-19?

The CDC defines “close contact” as occurring when a person is “within six feet of an infected person for at least 15 minutes starting from two days before illness onset (or, for asymptomatic patients, two days prior to specimen collection) until the time the patient isolated.”

UWM’s safety policies are intended to prevent close contact of instructors and students in the classroom and campus setting—students are required to sit in seats spaced at least six-feet apart, and everyone is required to wear a mask/face covering. Both instructors and students are responsible for maintaining a safe classroom environment by wearing a mask and attending to proximity and duration of exposure. Like faculty and staff, students also had to complete an attestation of having completed the COVID safety program.

2. What is “isolation” and “quarantine,” and to whom does each apply?

“Isolation” refers to sick individuals who separate themselves from contact with healthy individuals. For COVID-19, persons who have tested positive for COVID-19 or who have been symptomatically diagnosed with COVID-19 must isolate.

“Quarantine” refers to the separation of individuals who were exposed to an infectious disease to see if they become sick. For COVID-19, individuals identified as close contacts, caregivers of infected persons, or those who share quarters with infected persons must quarantine.

3. What should I do if a student contacts me to report that they tested positive/were diagnosed or were identified as a close contact?

If you kept your distance from this student, weren’t within six feet for longer than 15 minutes, and you both wore your masks, you are not a close contact according to CDC and local health officials. Students are being instructed to self-report their positive test result and/or a positive diagnosis to the Dean of Students Office, so you should encourage any student who reports a positive test/diagnosis to you to report to the Dean of Students Office via this form (link).

While the primary goal is to have students self-report their Covid status, instructors can report to the Dean of Students Office via email (covid-19-studentcase@uwm.edu) that a student has indicated they are Covid positive. The Dean of Students Office will follow up with the student to confirm the diagnosis. The DOS will require the student’s confirmation before moving forward on its action plan.

The Dean of Students Office will notify, in a de-identified manner, the other students in your in-person class, so please do not share the student-provided information with the class. Beyond the potential confusion duplicate notification could cause, you may violate FERPA by sharing this
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information beyond those UWM staff who legitimately need to know this information (such as your department chair or the Dean of Students Office).

Anyone identified by the self-reporting student as being a close contact may be contacted by the Dean of Students Office.

You should instruct the student to:
1. Stay home and isolate.
2. Self-report their illness with the Dean of Students Office (link: http://uwm.edu/COVID19selfreport).
3. Follow Norris Health Center’s or their health care provider’s directions. Report a worsening of symptoms to their care provider.
4. Keep up with their course work and studies, as their health and symptoms allow.
5. Isolate for at least 10 days and contact Norris HC or their health care provider at the end of those 10 days.
6. If the conditions for Return to Class have been met (see below), the student is free to return to class, without retesting or documentation, on the 11th day after onset of COVID-19 symptoms.

Please make every effort to accommodate the student’s participation and learning as their health allows. There are no hard rules about how much class a student can miss, same as before COVID. The issue is whether they meet the expectations and course outcomes. If they cannot, just as you did for illnesses or other issues pre-COVID, please work with your student advisors or program directors and follow your department or college policies and procedures.

4. What should I tell a student who asks me where they can get tested?

Students with symptoms should be told to contact Norris Health Center or their own provider. There are also free testing sites in each county. Asymptomatic students who live in residence halls will be tested on campus as well. Those processes are being established at this time. Close contact tracing is a part of testing.

5. If a student suspects they have COVID-19, is awaiting test results, and then finds out the test comes back negative, can the student return to in-person activities upon knowledge of the results if it is before 14 days?

If the test is negative for COVID-19, their symptoms are improved, they no longer have a fever, and a healthcare provider has instructed them they can resume normal activities, then the student can return to class.
6. A student who tested COVID-positive contacts me and wants to rejoin our face-to-face class. What do I tell them?

Students who tested positive or were quarantined can return to in-person classes and the campus after their required isolation or quarantine period. Students should follow the directions they were provided for Return to Classes/Campus. (See below for these directions.)

7. Who should I work with if I feel the need to move my face-to-face class completely online?

If you are feeling the need to move your class from in-person to fully online instruction, for whatever reason, please contact your department chair and/or dean and discuss your situation. The Provost’s Office plans to leave decisions about changes in instructional delivery to the departments and academic units. This allows for rapid, decentralized decision making. Department chairs and/or deans will report any changes to the Provost’s Office.

8. What are my responsibilities in the classroom for classroom safety?

Maintaining social distancing and wearing face coverings/masks are two key factors in maintaining a safe classroom environment. All students and staff are responsible for following UWM’s safety standards and COVID health and safety rules. You personally are not responsible for cleaning the classroom, although supplies will be in each classroom for use as you or other individuals feel the need. We are ending all classes 15 minutes early to allow for de-densification during ingress and egress between classes (5 minutes early at the branch campuses).

9. What do I tell my class if there is a positive case?

As detailed above, the Dean of Students Office will inform both the instructor and students in an in-person class when a student in that class has self-reported a positive test or diagnosis for COVID-19. The information provided to the rest of the class will not include identifying information about the COVID-positive person. Since the Dean of Students will provide this information, instructors should not inform students in the class of any student-provided information they may have received. Please note: the notification the Dean of Students Office will provide does not treat the instructor or class members as close contacts, as defined above. If an individual is identified as a close contact, that person will be contacted by the Dean of Students or local Public Health department and identified as such.

10. If a student becomes uncomfortable with attending class in person, how should this be handled?
For face-to-face classes, this is their choice. Every faculty member teaching face-to-face or hybrid is to have created an online back-up plan for this event and/or be flexible in allowing students to meet the course objectives (see CETL for suggestions). This may include recording lectures or having a synchronous class that a student can “attend live” from home.

11. What if a student refuses to wear a face covering or social distance in the classroom?

If a student is not wearing a mask in the classroom setting, instructors should:

1. Inform the student of UWM’s health and safety rules, including the wearing of masks. If the student complies, carry on.
2. If the student does not comply, ask the student to leave class and go get a mask at a mask-handout location.
   a. If the student refuses to leave class to get a mask, take a break and talk to the student. The student should be informed that failure to leave class and comply with UWM’s safety standards could result in nonacademic discipline.
   b. UWM Police (or branch campus Administrators) should be called only as a last resort. UWM Police (branch campus Administrator) will talk to the student and provide the student with a mask in the hallway.
   c. Report these student violations using the Dean of Students Office Report It form.

12. What happens to my class if I test positive or if I become a close contact?

If you test positive for COVID-19 or have been a close contact with a COVID-positive person, you should:

1. Self-report your diagnosis to your supervisor, department chair, or Dean as soon as possible.
2. Follow the guidelines given in the attached Return to Work/Return to Classes & Campus: Requirements After Isolation or Quarantine.
3. To maintain continuity of the class in such a contingency, make sure that a back-up instructor has been designated for your class. If you need assistance in finding a back-up instructor, discuss this with the department chair.
4. Add the backup instructor in Canvas as an instructor.
5. If you are teaching an online class and your health situation allows it, continue to teach the class.
6. Communicate with the back-up instructor with a copy to the department chair about the need for them to step in to continue instruction.

After your isolation/quarantine period, assume your normal instructional duties.

Please visit UWM’s Fall 2020 Reopening Frequently Asked Questions page for more details.
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**Return to Work/Return to Classes & Campus:**
**Requirements after Isolation or Quarantine**

All students and staff who have tested positive for COVID-19, who have been in close contact with a COVID-positive person, or who have been required to self-quarantine should not return to work, classes, or campus until the following conditions are met. Conditions for return differ whether one is in isolation as a result of a positive test or quarantine based on close contact. These conditions for return to work/class/campus follow CDC guidelines.

**Isolation: Return to Work/Class/Campus**

1. COVID-19 positive individuals should isolate for 10 days after symptom onset.
2. Ten (10) days after symptom onset, isolation can end for individuals
   a. whose symptoms are gone or improving, and
   b. who do not have a fever (and have not used fever-reducing medications).
3. For asymptomatic individuals, isolation can end 10 days after their first positive test for COVID-19.
4. No documentation is required, nor should be requested for return to work/class/campus.
5. Once the above conditions have been met, students cannot and should not be denied a return to class/work/campus.

UWM recommends contacting Norris Health Center or your personal medical provider to verify your health status for return to work or classes. Norris HC will not retest students leaving isolation.

Those who have recovered from COVID-19 should self-monitor for return of symptoms. If symptoms return, do not come to campus and contact Norris Health Center or your health care provider. (Reference: [CDC isolation guidance](https://www.cdc.gov/coronavirus/2019-ncov/downloads/isolation.html))

**Quarantine: Return to Work/Class/Campus**

1. Individuals who quarantine due to close contact should quarantine for 14 days following last contact with a COVID-positive person. There can be no close contact with a COVID-positive individual during quarantine, or else the quarantine clock resets to 14 days.
2. Individuals who quarantine due to close contact and who live with a COVID-positive individual should quarantine for 14 days from when the COVID-positive person began home isolation.
3. After 14 days with no symptom onset and from last contact with a COVID-positive person, quarantined individuals are allowed to return to normal activities.
4. No documentation is required, nor should be requested for return to work/class/campus.
5. Once the above conditions have been met, students cannot and should not be denied a return to class/work/campus.
UWM recommends contacting Norris Health Center or your personal medical provider to verify your health status for return to work or classes. Norris HC will not retest students leaving quarantine.

Those who leave quarantine should self-monitor for COVID-19 symptoms. If symptoms occur, do not come to campus and contact Norris Health Center or your health care provider. (Reference: [CDC quarantine guidance](https://www.cdc.gov/coronavirus/2019-ncov/case-management/self-monitoring.html))