



TO: University of Idaho Faculty and Staff

FROM: Torrey Lawrence, Provost and Executive Vice President
Diane Kelly-Riley, Vice Provost for Faculty

DATE: Jan. 10, 2022

SUBJECT: Spring 2022 Semester Guidance

Our Spring 2022 plans assume in-person experiences, but we are mindful the pandemic is not over and continues to evolve and present new challenges. The ongoing stresses present serious and unique issues for us all. We ask for your continued flexibility as we navigate the complexities. This work has not been easy over the past couple of years, and we appreciate your continued navigation of these difficult circumstances.

This memo provides guidance about the Spring 2022 semester.

Instructional Delivery

- Courses must be taught in the format described on the course schedule. Changes to course delivery — from what is advertised on the schedule to the actual course delivery — should not occur. For disruptions that impact faculty and staff work, please see the section, “Resources to Support Faculty and Staff,” below.
- Our COVID-19 mitigation strategies have allowed us to continue in-person instruction. We plan to continue these strategies and any updates to COVID-19 protocols will be listed on the [U of I COVID-19 webpage](#). U of I meets frequently with Idaho Public Health and Gritman Medical Center and decisions are made as circumstances change.
- Faculty must clearly communicate to students in-person attendance requirements. Faculty should anticipate that students may experience absences due to illness and communicate expectations and processes.

- Students may be absent for a variety of reasons (travel disruptions, illness, family emergency and so on). We encourage you to work with students as it is feasible within your curriculum. Be mindful of the threshold of evidence you require from students related to their absences. As a rule of thumb, consider asking for a similar level of documentation from students that you might provide your employer in the case you need to be absent from work. That is, in most cases, employees notify their employer of an absence and are taken at their word. It is not always feasible for students to provide doctors' notes in the event of illness or death certificates in the event of a death in the family. Students may experience multiple disrupting events in a semester. If this happens, students should work with their faculty members and can reach out to the Dean of Students for assistance as needed. If you are concerned that a student is fabricating circumstances for multiple absences, you can file a [VandalCARE report](#).
- Faculty should submit [VandalCARE reports](#) for students they are concerned about. Concerns can include illness, numerous absences without reason, mental health issues, disruptive, distressed, disturbed or dangerous behavior.
- [The Center for Excellence in Teaching and Learning](#) provides support for faculty with instructional design and delivery. A good starting place is the [syllabus checklist](#) and the [syllabus center](#) which provide detailed information for preparing materials for course delivery, including language that can be used from [Healthy Vandal](#) Syllabus and tips for the first day of class.

Mask Requirement

- Masks are required in all university buildings on the Moscow campus. Statewide masking protocols are under the direction of the local executive officer or site manager. Please continue to follow your local guidance.
- In classrooms, students must wear masks properly or they can be removed from class immediately.
- Faculty are empowered to ask anyone to leave their classroom if not masked properly.

- If you are at risk, consider purchasing a KN95 mask or three- or four-ply surgical facial coverings, which offer more protection than their cloth counterparts. A snug and tight fit is also key. Learn more about improving mask effectiveness on the [CDC webpage](#).
- U of I facilities located outside Moscow will continue to follow their local regulations. Site supervisors will communicate to their communities separately.

Protocol for handling students who do not adhere to the face mask policy:

All U of I students must wear face masks properly while inside U of I buildings, including in classrooms. Students are not permitted to remove face masks during classes, even if they can maintain a six-foot distance from other students.

- Step 1 – In the event a student refuses to wear a face mask in class, the faculty member should address the behavior and request that the student put on a face mask. For example: “There is a requirement that all community members correctly wear a face mask while in classrooms to keep us all safe and healthy. Please wear a face mask to continue to be in this space.”
- Step 2 – If a student still refuses to wear a mask, the faculty member should direct them to leave the classroom.
- Step 3 – If the student refuses to leave the class, you should contact Campus Security (208-885-SAFE) to have the student removed from the classroom.

Testing and Vaccination Clinics

- Vault tests are available on the Moscow campus and at each educational center for symptomatic individuals. In Moscow, the tests are available with a VandalCard from noon to 2 p.m. weekdays at the Student Recreation Center, east entrance. Contact your center executive office for pick-up information in Boise, Idaho Falls and Coeur d’Alene. COVID-19 testing is available through the Vandal Health Care Clinic or your personal doctor.
- U of I will have rapid tests available in the coming days, and rapid COVID-19 tests are available for purchase at local

- pharmacies or online.
- Vaccine clinics on the Moscow campus will be listed on the Vandal Health Clinic's [COVID-19 vaccine pre-registration webpage](#). Vaccines are also available statewide at a variety of locations.
 - An individual's vaccination status is private. Supervisors are prohibited from inquiring about employees' vaccination status; likewise, faculty are prohibited from inquiring about students' vaccination status.
 - Isolation space remains available to students living on campus.
 - Events and field camps can be scheduled following university protocols for COVID-19. We will continue to follow Idaho Stage IV restrictions until further notice. Email questions regarding events to [Jeremy Barron](#).
 - Relevant information will be posted on the [U of I COVID-19 webpage](#).

Resources to Support Faculty and Staff

- Faculty and staff may also experience disruptions at the start and throughout the semester (travel disruptions, illness, family emergencies and so on). If you are a faculty or staff member and a situation arises that affects your course or other work, contact your supervisor on appropriate steps to determine if you should briefly adjust the format of your work and continue in a different format or if is appropriate for you to take sick or annual leave and make alternate arrangements. Any change to a course delivery format must be done in coordination with the supervisor. If an extended absence occurs, reach out to your Human Resources Business Partner in addition to working with your supervisor.
- The ongoing stresses of the pandemic present many challenges. U of I's [Employee Assistance Program](#) is a free, confidential service that provides eligible employees and their families the opportunity to discuss personal problems with a professional counselor, receive unlimited telephone and internet access to resource and referral information and other self-help information.

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