

Guidance for Faculty in Addressing COVID-19 During Face-to-Face Classroom Instruction

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What do I do if I exhibit COVID-19 Symptoms while on campus?



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1. Required Step: Contact your supervisor/Department Chair to disclose your situation and what help you may need to cover classes as appropriate
2. Required Step: Collect your belongings and prepare to leave campus
3. Strongly Recommended Step: If not opposed to seeking testing, visit the on campus COVID-19 Testing Center found in Portable 101B to complete PCR COVID-19 Testing
4. Required Step: Report in the online COVID-19 Reporting Portal found at:
https://redcap.link/TAMUS_COVID_PORTAL
 - This report initiates the case management process which includes:
 - contact tracing at A&M-San Antonio,
 - Identifying areas visited on campus that should be sanitized, and
 - Guidance for next steps, in case faculty member will be asked to isolate
5. Required Step: Send necessary communications to students letting them know of changes to class delivery for the sessions being taught, if applicable

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How do student report to a faculty member that they have COVID-19 Symptoms, had an Exposure to COVID-19 and/or are Confirmed to have COVID-19?



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1. Required Step: Ask student to refrain from coming to campus and to self-report in the online COVID-19 Reporting Portal found at: https://redcap.link/TAMUS_COVID_PORTAL for further guidance.

This report initiates the case management process which includes:

- contact tracing at A&M-San Antonio,
- Identifying areas visited on campus that should be sanitized, and
- Guidance for next steps, in case student will be asked to isolate or quarantine.

2. Required Step: Report on behalf of the student in the online COVID-19 Reporting Portal found at: https://redcap.link/TAMUS_COVID_PORTAL This is done in the event the student does not self-report so that COVID-19 case management may be initiated.

NOTE: once case management is initiated, it will be determined if the student must refrain from coming to campus and letters will be issued to respective faculty members providing the status.

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Background Information



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- Online COVID-19 Reporting Portal
- What to Expect from Submitting Report in the Online COVID-19 Reporting Portal
- On Campus COVID-19 Testing Center
- Communication with Supervisor/Department Chair, Students for Class Coverage and Close Contacts
- What to Expect from A&M-San Antonio COVID-19 Case Management
- Close Contacts
- Student Resources

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How do I access the Covid-19 reporting portal?



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- The online COVID-19 Reporting Portal (“Reporting Portal”) may be accessed through the A&M-San Antonio homepage by selecting the Community.Safety.TOGETHER widget and choosing “Reporting Portal” button or by typing in the following URL into your web browser: https://redcap.link/TAMUS_COVID_PORTAL
- Employees who test positive for COVID-19, have COVID-19 symptoms, or who have had an exposure to COVID-19 are asked to report in the Reporting Portal
 - This report will initiate case management.
 - NOTE: it is helpful for case managers to know whether or not you are fully vaccinated for COVID-19 because this may change guidance provided; however, it is your decision to self-disclose or not. Case managers are instructed to be as conservative as possible so each case will be managed as if they are not fully vaccinated unless information provided states otherwise.

A screenshot of the 'THE TEXAS A&M UNIVERSITY SYSTEM COVID-19 Reporting Portal' web form. The page is titled 'THE TEXAS A&M UNIVERSITY SYSTEM COVID-19 Reporting Portal' and is powered by Texas A&M University. It includes instructions to complete information accurately and a warning to keep information strictly confidential. The form asks 'Has the individual sought medical care?' and 'Date of this Report' (07.14.2021). It then asks 'This report is about a (select one):' with three options: 'Person who received a positive test result for COVID-19 (a laboratory confirmed case)', 'Person who has symptoms and may have COVID-19 but has not been tested or has test results that are pending (suspected case)', and 'Person who has been exposed to someone who received a positive test result for COVID-19'. Finally, it asks 'Who is making this report?' with options: 'Self - I am reporting my own confirmed or suspected COVID-19 illness or exposure', 'Supervisor', 'HR Representative', 'Administrative staff', 'Faculty Member', and 'Other'.

What happens when a report is submitted to Online COVID-19 Reporting Portal?



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Laboratory Confirmed Positive Case

In the course of the individual's recovery, they may be contacted by two (2) separate groups:

1. An Investigator from the Texas A&M Health Science COVID Investigations and Operations Center, who will conduct an interview with the individual and provide specific instructions and guidance.
2. A Case Manager from A&M-San Antonio who will conduct an interview with the individual to perform a shorter version of contact tracing to understand any impacts to our campus community, to provide information on available resources, and to establish timelines for being able to return to campus.

Symptomatic and/or Exposure Case

In the course of the individual's recovery, they may be contacted by three (3) separate groups:

1. Investigator at the Texas A&M Health Science COVID Investigations & Operations Center, who will conduct an interview with the individual and provide specific instructions and guidance.
2. A Contact Tracer from the University's local health authority will complete contact tracing.
3. A&M-San Antonio's Case Manager will conduct an interview with the individual to understand any impacts to the campus community, to provide information on available resources, and to establish timelines for being able to return to campus.

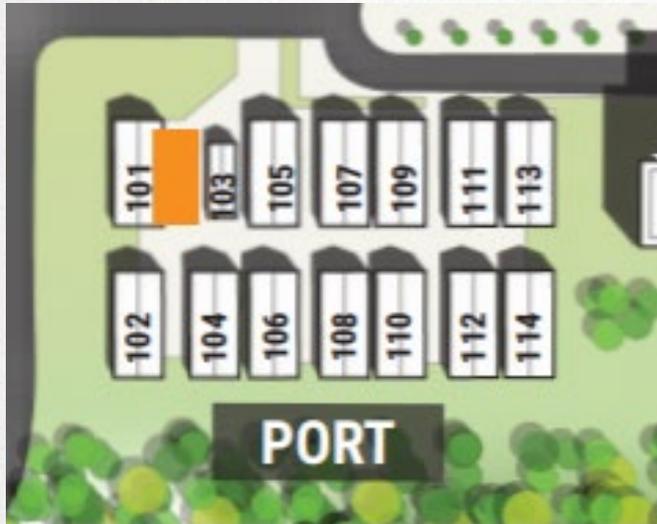
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Where is the on campus COVID-19 Testing Center



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Off-campus COVID-19 testing centers city information can be accessed via sanantonio.curativeinc.com or QR code

Visit sanantonio.curativeinc.com to register
Scan QR code



- Located in Portable 101B.

Operating Hours:

Monday – Friday | 8:30 A.M.- 11:59 A.M. , and 1:00 P.M. – 3:00 P.M.

NOTE: Testing Center is closed during lunchtime from Noon. -12:59 P.M.

- While on campus, students, faculty and staff visit the Testing Center to receive a COVID-19 PCR Test (self-administered shallow nasal swab) for both proactive and reactive testing.
- If COVID-19 symptoms develop while off campus, we ask all to refrain from coming to campus; please visit an off campus COVID-19 testing site, found using the link or QR code provided on this slide.

NOTE: for those who are fully vaccinated and have an exposure to COVID-19, provided you are not exhibiting any COVID-19 symptoms, you are able to return to your normal activities on campus. If testing is sought, it is recommended to wait at least 3 days after the exposure to seek testing (5-8 days after exposure would be even better to test because it would provide a more reliable test result since there is an incubation period for the virus to present, if infected).

What the process for Supervisors/Department Chairs, Class Coverage and Close Contact?



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- In the event that a faculty member is impacted by COVID-19 they are asked to communicate with their supervisor/department chair and make arrangements for class coverage along with sending out communication to students as appropriate.
- A&M-San Antonio COVID-19 case manager is responsible for notifying the supervisor of the expected time the employee will be away from campus.
- If close contact(s) are identified, the case manager will initiate case management for those close contact(s).

What can I expect from A&M-San Antonio COVID-19 Case Management?



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- Within approximately 24-hrs of a report being received, an A&M-San Antonio COVID-19 Case Manager will conduct a shortened version of contact tracing to measure the impact to our campus. You will be asked about people who you were in contact with, places on campus you visited, symptoms, and possible exposures.
- Once this information has been gathered a decision is made of whether a 10-day isolation or 14-day quarantine is appropriate.
- You will receive a number of letters from Human Resources throughout the duration of your isolation or quarantine timeline; your supervisor will be notified if you are required to refrain from coming to campus.
- For more information about the case management process at A&M-San Antonio, please contact our **Risk Manager, Rita Arredondo at x2028.**

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How is “close contact” defined?



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- The CDC defines a close contact as someone who has been within 6 feet of a positive case for a total of 15 minutes or more within 48 hours of illness onset, regardless of whether or not the contact or positive case were wearing a mask.
- Under Executive
- Order GA-36 signed May 18, 2021 by Governor Abbott, universities within the A&M University System are no longer able to mandate mask wearing on campus. It is important to be aware of where students sit; this information will be helpful during case management to determine if others will be identified as close contacts during case management.

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What resources are there to support students?



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- The University places the safety and wellbeing of our students as a priority. Across the institution, students are provided resources and services to assist in the pursuit of their academic pursuits including academic advising, technology, dining, disability support services, counseling and wellness, student success, testing and engagement.
- A comprehensive list and contact details can be found at:
 - <https://www.tamusa.edu/documents/community-safety-together/student-resources-guide.pdf>
- For more information, visit tamusa.edu/community-safety-together/students.
 - Dean of Students: DOS@tamusa.edu or (210) 784-1354
 - Student Resource Guide: insert URL for fall

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