

Fall 2021 Teaching Guidance for Faculty and TFs

I. Academic Continuity for Students

We recommend the following approaches to maintaining continuity in teaching and learning if a student tests positive for covid-19 and is required to isolate for ten days:

If a student is put into isolation, there are a few simple ways to make sure they can stay caught up in your course:

- Encourage students to identify a “study buddy” at the beginning of the semester.
- Use your discretion to provide alternative assignments or other ways for a student to stay caught up in class if they need to isolate.
- If the class takes place in a classroom already equipped with lecture capture technology, use that to record the class and make the recording available on Canvas.
- For other instructional spaces, create a Zoom link for the student on your own device in the classroom, set Zoom to record, and share screen so that the student can follow along with slides or other presentations as you speak (note: you should not try to provide a fully interactive experience for the student but rather use zoom as low-tech way to record class), or
- Have a TF or fellow student they have identified use a smartphone to make a simple recording that can be uploaded to Canvas, along with any slides or presentations from class. ESS has compiled instructions for self-service lecture capture, which are available on their website.
- Bring a laptop to class and utilize Zoom to include your student in the lecture.
- If you choose to record your class, please be mindful of Harvard’s [privacy policy on recording lectures](#). Education Support Services (ESS) has provided helpful guidance on [best practices for recording your class sessions](#).

For comprehensive guidance on health and safety in classrooms, including testing and contact tracing, please visit the Environmental Health and Safety [website](#), which is updated frequently.

II. When Instructors Feel Sick

If an instructor does not feel well, they should use Crimson Clear to notify HUHS of their symptoms, and, if appropriate, get tested for Covid-19. If they are instructed by HUHS to get a Covid-19 test, they may teach remotely while they are waiting for the results of this test.

(i) If a Covid-19 test is negative, then the FAS's usual practices apply when an instructor feels unwell, including teaching in person if the illness is not severe, finding a substitute instructor, or rescheduling class.

(ii) If a Covid-19 test is positive, then the instructor is required to isolate for ten days. Some instructors with a positive Covid-19 test will have mild symptoms and will therefore be able to continue teaching. In this instance, instructors may teach remotely for this ten-day period. Alternatively, they can work with the Department Chair to identify a substitute instructor or consider offering alternate assignments for the period of isolation.

We advise parents of children who are sick to talk with a pediatric specialist about their children's symptoms. If the instructor has had (or continues to have) close contact with a family member who is likely to have Covid-19, the instructor may teach remotely. The instructor should return to in-person teaching when either (i) they receive a negative Covid-19 test, or (ii) they have isolated for 10 days after receiving a positive Covid-19 test.