

August 19, 2021

Dear professors:

During the info sessions for faculty who are teaching face-to-face classes this fall, faculty requested standardized syllabus language about the mask wearing and vaccination requirement and health/safety practices. When new information becomes available, this document will be updated and shared with faculty.

We offer some suggested language that you might consider using to communicate with students. The intent is for faculty to choose any part that might be useful, pertinent, and time-saving.

We suggest the following means by which these messages may be delivered to students (using multiple venues may increase the possibility that your messages reach students):

- Canvas announcements
- Class syllabus as a document (Word or PDF) and syllabus using CidiLabs ([Faculty Center for Learning Technology](#) can help with that)
- Email message from professors via Canvas or college email

Sincerely,

Dr. Meghan Chen, Associate Vice President

Office of Instruction

mchen@mtsac.edu

Welcome (back), students!

It's wonderful to have you in our class! I'm excited to teach this class and to join you on our learning journey together this semester. Fall 2021 is still an unusual time, so I want to support students by sharing helpful information for a healthier, safer, and successful semester for everyone. Please check the [Mt. SAC's Health](#) webpage updates frequently.

Below is a list of critical information, health and safety requirements, and support resources for students:

Health Check and Reporting Cases

Thank you for keeping yourself and everyone safe. Students are advised to know about and to follow these college expectations related to COVID-19:

Before you go on campus, every day you go on campus: you are expected to review if you are feeling any COVID-19 symptoms, such as fever, chills, cough, shortness of breath, fatigue, body aches, headache, new loss of taste/smell, sore throat, runny nose, congestion, sneezing, nausea, diarrhea, and so on.

If you are experiencing COVID-19 symptoms, you must do the following:

- **STAY HOME** and fill out the [Student Health Check Form](#). Filling out this form or calling Student Health Center will trigger further instructions from Mt. SAC's contact tracer, including where to get tested for COVID and what to do depending on the test results.
- **GO HOME** or REPORT TO STUDENT HEALTH CENTER - Students who are sick with COVID-19 symptoms or have been exposed to COVID-19, are asked to fill out the [Student Health Check Form](#) or contact the Student Health Center at (909) 274-4400 as soon as possible.
- Contact your professor(s) to let them know if you will miss class that day and possibly longer depending on the outcome of your test for COVID-19.

While you are on campus: you are expected to follow the Mt. SAC requirements for health and safety related to COVID-19.

Masks are required for everyone, including students, indoors at all times with very few exemptions allowed such as a verified medical/health accommodation or if wearing the mask interferes with a learning activity. Professors may require mask wearing for outdoor learning activities. Students who do not have a mask may pick one up from their professors in class or in Student Services Center (Building 9B) or [instructional division offices](#).

Students with health/medical reasons who need an exemption from the mask requirement are to contact [ACCESS Center](#) for an accommodation. Students who are approved to have an exemption from mask wearing will be issued a document.

Students are expected to comply with college employees' directions regarding mask wearing unless they have an approved accommodation through Mt. SAC's ACCESS Center. Students who do not comply may be dismissed for up to two class meetings and will be subject to student disciplinary actions following the professor's [Student Misconduct Report](#), per Board Policy 5500 and Administrative Procedure 5520 (view links for details):

- [BP 5500 – Standards of Conduct](#)
- [AP 5520 – Student Discipline Procedures](#)

Vaccination requirement or weekly testing with negative results: Vaccination remains one of the most effective ways to reduce symptoms, hospitalization, and death due to COVID-19 if you are sick with COVID and to combat the spread of the coronavirus to others.

Unvaccinated students will be required to (a) be vaccinated, or (b) be tested weekly with negative results.

Free Vaccination clinics are available twice a week on campus.

Free COVID testing is available.

What to do if you have been exposed to COVID-19:

First, here are helpful definitions:

Close contact/exposure is someone who was exposed to someone who tested positive for COVID-19 while they were infectious if: 1) you were within 6 feet of someone with COVID-19 for a total of 15 minutes or more over a 24-hour period; or 2) You had unprotected contact with body fluids and/or secretions from someone with COVID-19.

Quarantine is used to keep someone who has been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease before a person knows they are sick or if they are infected with the virus without feeling symptoms.

- If you are vaccinated, you do not have to quarantine or get tested if you don't have symptoms after close contact with someone with COVID-19. You may continue to go on campus and self-check every day before you go on campus for any symptoms of COVID-19.
- If you have been exposed to COVID-19 and you **tested positive**, whether you are vaccinated or not, then you should **STAY HOME** and fill out the Student Health Check Form or contact Student Health Services at (909) 274-4400 to report it. Doing so will trigger follow-up activities including contact tracing, quarantining yourself for 10 days, and confirming a date for your return to campus.
- If you have been exposed to COVID-19 and you test negative, you may return to campus to classes and on-campus commitment. Every day before you go on campus, you will do a self-check for any symptoms of COVID-19.
- If you live with someone who was exposed but has not tested positive, you do not have to quarantine.

Mt. SAC's got you covered ... with lots of **FREE** [student support resources](#), some examples are:

- [Financial aid](#) for assistance with enrollment fees and living expenses (enrolling full-time may get more funding than part-time students, and part-time students may be eligible for some financial aid.)
- [Counselors](#) for following your education plan and finishing your program, and more
- [Basic Needs Resources \(including food and housing support\)](#)
- [Student Health Services/Mental Health Services](#)
- [Loaner laptops](#) and mifi (for accessing the Internet) are available for currently enrolled students for the entire term
- [Help on how to use Canvas](#) and other software tools, and how to learn online
- [Access to textbooks on reserve](#) in digital and print format for many courses
- The [Library](#) offers research workshops, research assistance, and lots of resources

- [Tutoring](#) in many subjects in-person, online, nearly 24/7

Parking and walk paths on campus:

The campus is undergoing construction, and those zones are blocked off for everyone's safety. That can affect how much time you'll need to get from the parking lot to your classroom. Students are advised to regularly check this interactive [Mt. SAC campus map](#) and to expect that there may be changes that don't get updated on the map right away. Please give yourself extra time so you'll get to class and other campus commitments on time.