**Sample Language for Syllabi for in-person instruction during COVID\_19**

COVID-19 CLASS INFORMATION AND REQUIREMENTS

In order for us to meet for in-person instruction, our college had to create and submit a Return to Campus plan that was approved by Clackamas County and the State of Oregon. This plan includes mandatory safety measures to ensure that we all stay safe and healthy during the COVID-19 pandemic. Our ability to continue in-person instruction through this pandemic depends on all of us following and maintaining these safety measures to keep our community healthy. You can learn more about our Return to Campus plan [here](https://www.clackamas.edu/return-to-campus).

**WEARING FACIAL COVERINGS IN ALL SHARED AREAS IS REQUIRED**

To help reduce the transmission of COVID-19, it is required that all students, faculty, and staff wear masks or other face coverings in all shared areas, including classrooms, laboratories, work stations, and other similar spaces where in-person instruction occurs. The masks/face coverings must cover both nose and mouth, and be worn for the duration of class, inside all college buildings, and outside whenever you are or are likely to come within 6 feet of another person. You are responsible for providing your own mask that meets the requirements set by the Center for Disease Control (CDC) and [page 9 of the Return to Campus plan](https://www.clackamas.edu/docs/default-source/general-forms-and-documents/ccc-return-to-campus-plan-draft-07-09-2020-pdf.pdf?sfvrsn=f3378068_4). If you are unable to provide your own mask or have any questions about appropriate face coverings, please contact College Safety at 503-594-6650.

Students who cannot wear face coverings due to personal health conditions should follow the process established by the Disability Resource Center for requesting a reasonable 0accommodation by contacting the DRC at drc@clackamas.edu or 503-594-6357

**YOU ARE REQUIRED TO COMPLETE THE SELF-HEALTH CHECKLIST DAILY BEFORE COMING TO CAMPUS**

Before arriving to campus each day, you should complete the [COVID-19 DAILY SELF-HEALTH CHECKLIST](https://www.clackamas.edu/docs/default-source/general-forms-and-documents/coronavirus-daily-self-health-checklist.pdf?sfvrsn=22358068_6). If you reply YES to any of the questions, you must:

1. Stay Home
2. Notify me of your illness via email or phone
3. Contact your health provider for further health-related instructions

**YOU ARE REQUIRED TO PRACTICE PHYSICAL DISTANCING AND GOOD PERSONAL HYGIENE PRACTICES.**

You are expected to maintain a physical distance of at least 6 feet from other people whenever possible and follow all instructions related to the management of physical and personal space while on campus.

Practicing good personal hygiene, including covering sneezes and coughs with tissue or your elbow, washing your hands thoroughly with soap and hot water for 20 seconds, and using hand sanitizer will keep our community healthy and safe.

**COVID-19 HEALTH-RELATED CLASS ABSENCES**

More than ever, it is important that you do not attend class if you are ill. Students who miss class due to illness will be given opportunities to access course materials online, and will not be penalized for not attending class in person. You are encouraged to seek appropriate medical attention for treatment of illness. In the event of contagious illness, please do not come to class or to campus to turn in work. Instead notify me by email about your absence as soon as practical, so that accommodations can be made. Please note that documentation (a Doctor’s note) for medical excuses is NOT required.

Students who do not comply with the Face Covering, Physical Distancing, or other safety requirements will be subject to the [CCC Student Code of Conduct and Disciplinary Policy](https://www.clackamas.edu/about-us/accreditation-policies/student-handbook), which states: "Failure to conduct oneself in a safe manner in all college programs where there is an ability for an individual to cause harm to self or others" are grounds for disciplinary action (Section B.14 of the Student Code of Conduct section of the Student Handbook).

I appreciate your willingness to participate in keeping our community and learning environment safe and healthy by following these requirements. If you have any questions or concerns, please contact me.