**Health Guidelines for Inclusion in Syllabi for In-person and Hybrid Courses**

When physically present in a classroom, other instructional space, or any other space owned or controlled by UCI, all students and all employees (faculty and staff) must comply with COVID-19 related [UCI executive directives](https://uci.edu/coronavirus/executive-directives/index.php) and guidance. This guidance takes into account federal, state, and local guidelines available at <https://uci.edu/coronavirus/>. The following provides an outline of the basic requirements and includes links to other sites for more information.

**Reasonable Accommodations**

If you would like to request a reasonable accommodation related to the coronavirus or for any other reason to facilitate your participation in this course, please contact the UCI Disability Services Center (DSC).

How to Contact DSC: 949-824-7974 or dsc@uci.edu.

How to Request a Reasonable Accommodation: Students who want to request reasonable accommodations must register with DSC at the [DSC Student Registration Page](https://dsc.uci.edu/register/).

**Cleaning and Sanitizing of Classrooms and other Learning Spaces**

UCI will clean and sanitize classrooms and other learning spaces according to standards established by the campus and articulated under the heading “Classroom Planning” at: <https://uci.edu/coronavirus/building-etiquette/index.php>. If you find something of concern in this regard, please report it to the instructor and to safety@uci.edu and covid19@uci.edu.

**Required Actions and Behaviors for In-Person Participation in Classrooms or Other Learning Spaces**

***Complete the Return to Campus Training (required for all students and employees (faculty and staff))***

* Access the training at <https://uci.edu/coronavirus/returning-employees/index.php> under required training
* Please read the [Executive Directive](https://uci.edu/coronavirus/executive-directives/index.php) specifying UCI Return to Campus Training requirement for additional details.

***Completing a Daily Symptom Check (required for all students and employees (faculty and staff))***

* For more information about the daily symptom check requirement, see: <https://students.uci.edu/LWinstructions.pdf>.
* Please read the [Executive Directive](https://uci.edu/coronavirus/executive-directives/index.php) specifying daily symptom check requirements for additional details.
* If you have symptoms, do not report in-person to your classroom, lab or other learning space and follow the instructions on the app.

***Follow all Guidelines Posted Inside & Outside of Buildings, Classrooms, Restrooms and Elevators***

* UCI has posted signage inside and outside of buildings, classrooms, restrooms and elevators with instructions for you to follow to reduce the risk of disease transmission.
* All individuals within these spaces must follow the instructions on the signage.

***When in a Classroom or Other Learning Space***

* *Entering and Exiting a Classroom or Other Learning Space*
* Before entering or exiting a classroom or other learning space, apply hand sanitizer.
* When entering or exiting a classroom or other learning space, follow the signs on the floor indicating the direction in which you should walk if there are such signs in the space.
* *Physical Distancing*
* All individuals in a classroom or other learning space must maintain a physical distance of at least six feet from every other individual at all times.
* Classroom seating will be arranged to maintain this distance.
* *Face Covering Requirement*
* All individuals in any indoor space owned or controlled by UCI are required to wear face coverings at all times.
* Face coverings reduce the risk of disease transmission and protect both the person wearing the face covering and other people.
* For more information, please see Chancellor Gillman’s [Executive Directive](https://uci.edu/coronavirus/executive-directives/index.php) that specifies UCI face covering requirements.
* Only people who have received UCI approved prior authorization are exempted from the face covering requirement. In order to request a prior authorization, contact the Disability Services Center (contact information above under “Reasonable Accommodations.
* In the event that a student in a classroom or other learning space, *without UCI approved prior authorization*, fails to wear a face covering at all times or follow other safety protocols, the instructor (faculty or teaching assistant) will immediately dismiss the student from the classroom or other learning space. The instructor has the responsibility to report anyone who is unauthorized and not wearing a face covering. Students do not need to report each other, and if the instructor has not removed a student not wearing a face covering, other students should assume that person has prior authorization.
* Instructors may not disclose any information about students who have been authorized to, e.g., not wear a face covering in the classroom. However, all other individuals (students and employees) should position themselves as far away as possible, at least six feet, from anyone who is not wearing a face covering.
* *Drinking and Eating are not Permitted in Classrooms or Other Learning Spaces*
* If you need to eat or drink during a lecture/lab/discussion section, leave the space.
* Eat or drink outside of the building.
* Return to the space after you have finished eating and/or drinking.
* Instructors should provide one 10-minute break after every 50 minutes during a lecture, discussion or other section to allow students to take a break and eat or drink and be flexible with students who remove themselves from the classroom without disruption even when not during a break.

***Positive Diagnosis in Classroom or Other Learning Space***

* If an individual who has been present in a given classroom or other learning space has a positive COVID-19 diagnosis, the entire course may become remote for up to two weeks.
* If a student or employee (faculty or staff) tests positive for COVID-19, or thinks they may have COVID-19, the person must cooperate with the Contact Tracer(s) assigned to their case.
* A student who tests positive for COVID-19 must report this diagnosis to the COVID-19 hotline: 949.824.9918 or covid19@uci.edu

***Worsening COVID-19 Situation***

* In the event that the COVID-19 situation worsens, and the State or County requires strengthening of public health guidelines, the course may move from being in-person or hybrid to being fully remote.

***Failure to Follow Safety Protocols***

* Any student or employee (faculty or staff) who violates these policies may be referred to Student Conduct, Academic Personnel, OEOD, or other bodies as appropriate.

**Course Attendance Records**

Instructors will maintain records of course attendance, but students will not be penalized academically for not physically attending an in-person course, or the in-person component of a hybrid course.