



CALIFORNIA STATE UNIVERSITY, FULLERTON

Office of the Vice President for Student Affairs

800 N. State College Blvd., Fullerton, CA 92831 / T 657-278-3221 / F 657-278-5300

Resources for COVID-19 President's Directive Guidance for Faculty

Below are proposed syllabus language and a class announcement that instructors may use to communicate this information to students in their in-person courses.

A. Syllabus Example

President's Directive & Health and Safety Guidelines

Cal State Fullerton (CSUF) is actively working to maintain the safety of our campus community. To stay current with information, please visit CSUF's Titan's Return: A Phased Approach [website](#). Please review the FAQs to help answer any of your questions. Below are requirements to review prior to our first-class session.

- Watch the Health & Safety Video – The Dean of Students Office will email you information regarding a health and safety video to watch before starting this class. This video details health and safety guidance for your return to campus.
- Read the President's Directive No. 21 – COVID 19: Mitigation Measures and Guidelines, which outlines mitigation measures you are required or strongly encourage to take, including use of face coverings, pre-entry health screenings, isolation/quarantine and physical distancing. Please visit the President's Directive [webpage](#) and read Directive No. 21 prior to returning to campus.

In addition, CSUF requests that students who tests positive for COVID-19 or becomes aware that they may have been in close contact with someone who either has tested positive for or is suspected to have COVID-19 report the positive result or exposure using the CSUF COVID-19 Self-Reporting Form. CSUF's Infectious Diseases Response Team reviews and verifies COVID-19 confirmed cases and responds to concerns from the campus community on COVID-19. Click [here](#) to report COVID-19 cases or exposure.

Prior to arriving on campus and before entering class, you should conduct a personal health screening and self-monitor for fever, cough, shortness of breath, or other symptoms of respiratory illness. If you are experiencing any of these symptoms, you should stay home and notify me of your absence.

Before entering the classroom, you should wash/sanitize your hands and have your face covering on. While in class, you are required to:

- Sit in your designated seat;
- Maintain physical distance (6 feet between yourself and others);
- Wear your facial covering (e.g., masks or face shields);
- Always cough or sneeze into your elbow or tissue;
- Use the materials provided to clean your desk and chair before and after use, and;

THE CALIFORNIA STATE UNIVERSITY

Bakersfield / Channel Islands / Chico / Dominguez Hills / East Bay / Fresno / Fullerton / Humboldt / Long Beach / Los Angeles / Maritime Academy
Monterey Bay / Northridge / Pomona / Sacramento / San Bernardino / San Diego / San Francisco / San Jose / San Luis Obispo / San Marcos / Sonoma / Stanislaus

- Adhere to other health and safety protocols and directives for your specific classroom, lab, studio, and campus.

Students who do not follow these health and safety requirements may be reminded of the need to adhere to those measures. Failure to comply may constitute a violation of campus policy and may result in a referral to the Office of Student Conduct. Thank you for your cooperation and assisting in the University's efforts to keep our community safe.

B. Announcement Example

During the initial two weeks of in-person class, instructors can make the following announcement in their class:

“Cal State Fullerton has identified multiple measures to help reduce the risk of infection from the COVID-19 virus. These measures are based upon guidance established by the California Department of Public Health along with local health authorities and agencies. We are able to reduce the risk of spreading coronavirus by taking precautions. For example, face coverings are required while you are in this class and throughout your time on campus. Maintain appropriate physical distancing (at least 6 feet distance) while on campus and in public spaces. Wash and/or sanitize your hands regularly.

Please review *President's Directive No. 21: Mitigation Measures and Guidelines*, which details the expectations for students regarding these health and safety precautions.

Prior to arriving on campus and before entering class, you should conduct a personal health screening and self-monitor for fever, cough, shortness of breath, or other symptoms of respiratory illness. If you are experiencing any of these symptoms, you should stay home and notify me. CSUF requests that any student who tests positive for COVID-19 or becomes aware that they may have been in close contact with someone who either has tested positive for or is suspected to have COVID-19 report the positive result or exposure using the CSUF COVID-19 Self-Reporting Form on CSUF's Titans Return website, coronavirus.fullerton.edu.

If you require Americans with Disabilities Act (ADA) access for this course or other courses, please contact Disability Support Services.

I will work with you to address any COVID-19 related impact to your participation in and successful completion of this course. If you have any questions or concerns about this information, please let me know or contact the Dean of Students Office at deanofstudents@fullerton.edu.”

THE CALIFORNIA STATE UNIVERSITY