YSN Protocol for Missing Class Due to COVID-related Quarantine, Isolation or Symptoms

Updated September 21, 2021

The following protocols should be used when a student is instructed by Yale Health, Contact Tracing, or the Campus COVID Resource Line (CCRL) (or other clinician) to quarantine or isolate due to COVID exposure.

1. Student to email their faculty of record and cc: ysn.covidclasses@Yale.edu. Recipients of ysn.covidclasses@yale.edu:
   - Marcia Thomas, HSL, Associate Dean of Strategic Operations
   - Saveena Dhall, Associate Dean of Student Life and Belonging
   - Ekaterina Ginsberg, Director, Academic Support Team
   - Josh Gleason, Instructional Technology Specialist

2. Faculty will be expected to set up a Zoom link (using their Zoom account, not HIPAA Zoom on Canvas) for their respective class(es) and email it to the student (and that student only). ASU is made aware as an FYI for support planning.

3. When the faculty member arrives in the classroom, they should log into zoom to start the "session" for that student, while maintaining regular in-person content as planned.

4. Once the student is out of isolation or quarantine, they will be expected to return to the classroom.

Meeting Expectations

Students will be expected to:	Faculty will be expected to:
Notify the faculty as soon as they are told to quarantine/isolate or stay off campus	Monitor emails for timely notifications
Understand that it may take up to 24 hours to make appropriate arrangements	Independently set up a Zoom meeting within 24 hours of being notified and start it in the classroom
Not share Zoom links with others	Contact ASU in advance if they need instruction on any aspect of using Zoom in the classroom
Understand that classrooms may vary in terms of technical capability and sound capture and that faculty will do their best under the circumstances	Communicate as needed to ensure the student has access to any classroom missed materials due to absence