



Dear faculty colleagues:

As we prepare for a new semester, I want to thank you for everything you're doing to advance our educational mission during this transitional and unpredictable time. This message is directed primarily at faculty teaching face-to-face classes in the fall but includes information relevant to all faculty, along with chairs, staff, and administrators who support instruction.

Over the summer, a cross-campus team has been working hard to ensure the safety of everyone who returns to San Francisco State's campus in the fall, by instituting requirements for vaccination and testing, face coverings, and uses of shared space. Following are several important steps for you to keep in mind as the semester approaches. At the bottom of this message, you will find links to comprehensive websites that address these and other topics important to our fall return: the links will be updated regularly, so please bookmark and revisit them throughout the semester.

Class Rosters & Student Vaccination Status

All students who intend to be on campus are required to upload proof of vaccination or request a medical or religious exemption before the first day of instruction. We are very encouraged to see that, with a week to go before classes begin, 88% of students have uploaded vaccination documentation and only 1% have requested an exemption. Those who have not cleared their vaccination status prior to the first day of class will be dropped and will not appear on the roster. For the safety of everyone, only students who appear on the roster may physically remain in the classroom, lab or studio. **If a student is not on the class roster, they may not remain in class, nor be added, until they have cleared their status.** Should you find a student in your class who is not on the roster, please gently excuse them from the class and direct them to seek assistance, which will be immediately available at tables stationed outside classroom buildings. Once the student's compliance is confirmed, they will be given documentation

that will allow them to add the class: faculty of face-to-face classes, please be prepared to extend permission numbers to students who fall into this category, up to your enrollment cap. Students who are not in compliance will need to switch to an online class: faculty of online classes, please be prepared to extend permission numbers to students switching from face-to-face classes, up to your enrollment cap. Faculty in all modalities should visit the [Faculty FAQs](#) before classes begin for up-to-date details.

Planning for Disruptions

The events of these past 18 months have shown us the importance of planning for the unexpected as a way to support our students and manage teaching assignments in the face of disruption. I encourage you to consult the [Instructional Continuity](#) website to help you develop a resilient teaching plan. CEETL is also offering a number of faculty development programs and faculty learning communities to support you in your teaching: CEETL's [Teaching Through Transitions](#) and [Teaching New and Newly Returning Students](#) are specially designed to help faculty develop additional teaching and time-saving strategies for periods of disruption, especially as we return to a campus still affected by the pandemic and approach the California wildfire season. At a minimum, I encourage you to set yourself and your students up for success before any disruption occurs by using [iLearn](#) and the SF State [Syllabus](#) tool to post your contact information, course materials, and an instructional continuity statement that instructs students what to do in the event of a disruption. (Suggested language is on the [Faculty FAQs](#).) Be sure to prioritize asynchronous, low-bandwidth teaching and learning during disruptive moments.

Covid and the Classroom

Because we have a special responsibility to our residential students, we have required Covid testing prior to move-in date and then regularly over the next couple of weeks, at which point we will reassess the need for continued testing. The 1% of students who qualified for vaccine exemptions will be tested weekly. Should a student in a face-to-face class test positive, that student will be required to isolate for 10 days. If that student is a residential student, the campus has isolation accommodations at the ready. Please note that faculty will not be required to transition to remote instruction in the event of a positive case in their class, but contact tracers will inform all persons who have been in close contact with the infected person of their potential exposure. For the vaccinated, close contact does not require quarantine—only mandatory face coverings indoors, which are already required at SF State. These protocols are in strict compliance with San Francisco Department of Health guidelines. Some students, however, may not be comfortable remaining in class because of particular vulnerabilities; faculty should be prepared to accommodate such students, just as they occasionally have to accommodate students who are ill and not attending class. In these situations, faculty are not expected to deliver course material in a multi-modal fashion, and CEETL resources can aid faculty in providing instruction for these students in a manner that poses minimal impact. Like students, some faculty may not feel comfortable continuing face-to-face interaction in the event of a positive case in their class. The academic senate's online instructional policy gives faculty the latitude to move their class online up to a total of 15% of class time.

Compliance in the Classroom

To ensure that all members of your class understand university health and safety protocols, please include the senate policy syllabi language (linked in the [faculty FAQ](#)),

which is currently being approved. If a student is not wearing a mask, please remind them to do so following the steps detailed on the [faculty FAQ](#):

1. Ask the student to wear a mask, explain why it is important to do so
2. Offer the student a mask to put on, if available
3. Ask the student to leave the classroom if they refuse
4. Consider ending the class session or meeting if the student refuses to leave
5. Report the student to Student Conduct for further action
– conduct.sfsu.edu (please use the “Non-Academic Student Conduct” reporting form)

PLEASE NOTE: UPD should be called only in the event of a safety emergency; not wearing a mask does **not** constitute an emergency.

As the semester progresses, deans and chairs will be regularly updated on any new developments. In addition to consulting them, please visit these websites for regular updates:

[Campus Comeback Website](#): This website is the official communications center for the most up-to-date information regarding the campus COVID-19 repopulation plan. The “For Faculty” section includes resources relevant to the faculty experience, including a comprehensive [faculty FAQ](#).

[Instructional Continuity Website](#): This site provides resources to help faculty, students and academic departments keep teaching, learning and supporting instruction during periods of unexpected disruption, such as unhealthy air quality or the COVID-19 pandemic.

Again, thank you for everything that you’re doing to prepare for this semester. I appreciate your partnership as we work together to maintain the health, safety, and well-being of all members of our university community.

Best wishes,

A handwritten signature in black ink, appearing to read "J. Summit". The signature is stylized and written in a cursive-like font.

Jennifer Summit
Provost and Vice President for Academic Affairs
San Francisco State University