



**To:** All Faculty

**From:** Lynn Hunter, D.Ed.  
Vice President for Academic Affairs and Provost

**Date:** March 10, 2020

**Re:** Guidance for Continuity of Instruction

MassBay Community College is committed to the health and safety of our students, faculty and staff. The information below is intended to assist you with preventive measures against the spread of the coronavirus (COVID-19) and managing potential situations that may occur with you and your students.

Thank you for helping to keep our college community as safe and healthy as possible as we continue to monitor the situation and prepare for appropriate responses as needed.

**What information is the College providing to students?** We are providing students (and faculty and staff) with information about prevention, especially good hygiene and frequent handwashing. Flyers have been posted in public areas and restrooms at all three campuses. Please see the College's website (<https://www.massbay.edu/coronavirus>) for updates, including President Podell's March 2 email to all students.

**What steps can I take to help prevent the spread of the virus?** Tell your students that if they feel sick to please stay home. If you feel sick and have flu-like symptoms, you should also stay home.

**What should I tell students about COVID-19 and class attendance?** Having a clear, consistent and effective communication method (MassBay email, Blackboard, phone) is essential. Students should be informed that they are responsible for immediately notifying you that they are ill and making reasonable arrangements for completing missed assignments.

**If I have an attendance policy, should I excuse students who are sick?** Yes – Faculty should be as lenient as possible in excusing ill students from classes. The Centers for Disease Control and Prevention (CDC) has issued the following interim guidance to the higher education community:

*Review attendance and sick leave policies. Students, staff, and faculty should not attend class or work when sick. Allow them to stay home to care for sick household members. Make accommodations (e.g., extended due dates, electronic submission of assignments), as possible, for individuals who may be temporarily unable to attend class due to restrictions placed on them related to possible exposure to the virus that causes COVID-19.*

**If students miss class, what is the procedure for making up the missed work?** Depending on the severity of the illness, students may or may not be able to do work while absent. Be prepared to provide flexible options, as appropriate for your course, for students who need to make up missed work, such as take-home work, make-up assignments, and/or sessions. If absences occur near the end of the semester, consider how you might handle subsequent completion of work for students who qualify for an "Incomplete" designation.

Courses with clinical or lab-based components pose additional considerations that will require advance planning.

**How will I know students are cleared to return?** Students are being advised to communicate with their faculty if they feel unwell and are showing symptoms and to stay home until they get better. If they are diagnosed with COVID-19, they are required to contact MassBay Public Safety at 781-239-2222. In addition, Student Development will commence a medical re-entry process, which will require medical clearance to return to classes.

**What if I am unable to meet with my class because of illness?**

- Consider preparing up to two weeks of materials in the event instruction is disrupted.
- You can use Blackboard Learn, the College's learning management system (<http://blackboard.massbay.edu>), to distribute materials to your students and collect assignments electronically until you return to campus.
- One especially convenient feature in Blackboard Learn is the ability to email updates to all of the students in your class at once using the Qwickly tool.
- Of course, if you are teaching one or more online or hybrid course sections, you are already doing these things and more. You may even be using Blackboard Learn in your face-to-face courses to perform some of these basic functions. If not, you can activate the Blackboard Learn course shell that was automatically created before the start of classes for each of your courses. Once you activate the shell, students can access it.

**What resources and supports are the College providing to faculty who may need to work remotely with students temporarily?** The College's Office of Online Learning and Office of Information Technology have resources and support available to you regardless of your needs and skill level. It is important to make every effort to work with students so that they do not fall behind. Contact [massbayonline@massbay.edu](mailto:massbayonline@massbay.edu) for more information about options that may work best for you and your students. For technical support, contact our Helpdesk at [helpdesk@massbay.edu](mailto:helpdesk@massbay.edu) or 781-239-2440.

**How do I inform the College if I need to self-quarantine or I have contracted the coronavirus?** Please contact your academic dean (phone number is below) and Public Safety (781-239-2222).

Automotive Technology (Robert Lilley)	781 239-3043
Business and Professional Studies (Susan Maggioni)	781 239-2461
Health Sciences (Lynne Davis)	508 270-4021
Humanities and Social Sciences (Nina Keery)	781 239-2463
(STEM) Science, Technology, Engineering & Mathematics (Chitra Javdekar)	781 239-2585

If you are unable to speak with someone in your dean's office directly, please leave a voicemail message including your: **Name; Course title and section; Time the class meets; Classroom number.**

**How can I help prevent bias or discrimination against members of our community as a consequence of the global COVID-19 crisis?** We know that fear and anxiety can lead to social stigma. Through our shared values of civility, diversity, and inclusion, we can all help prevent microaggressions and outright discrimination toward students, faculty, staff, and visitors from COVID-19 infected countries or individuals perceived to be from those countries. We can stay informed about this global threat and counter bias and misinformation with accurate information and reason.