



“Our Finest Hour”
August 28th, 2020

TGIF, COE:

Have been contact tracing critters in the garden. Apparently, rabbits, squirrels, and raccoons have come in close contact with others of their “kind,” and are spreading the word. Still, we have okra, cucumbers, pole beans, and peppers “coming out our ears,” so to speak. Speaking of ears, the second crop of sweet corn is now being served at every meal.

Much of this week was spent on developing information included in the attached file. Deans studied complex issues surrounding student notification regarding COVID-19 risks. As Provost Einhellig put it, “The problems are (sic) obvious; the answers are complex.” I have asked our COE department heads to ensure they have seating charts for all sections of all seated classes. A contact tracer in David Hall’s office will use these to determine which students they will notify for having been in close contact with another student in the class who tested positive for COVID-19.

Again, I appreciate your hard work and professional demeanor. Thanks for being responsive to students’ needs, safety, and requests for alternative learning modalities. Your actions have not gone unnoticed; instead, they are being highlighted and admired. I thank you!

Keep Calm & Stay Safe,

David

The MSU COVID-Response Team has focused on getting those that are positive or symptomatic into isolation along with their primary close contacts, such as roommates, significant others, and close friends, into quarantine and then providing follow-up monitoring for those in quarantine or isolation who are housed in university facilities. The contact tracing for classrooms and non-campus close contacts was left with the health department. With the health department's current case load, they are unable to conduct that in a timely manner.

We met with the health department and the deans and want to transition to a new process in order to be able to more quickly quarantine students when they are in close contact with a positive while in class. Our first step was to hire a graduate student to focus solely on identifying close contacts within classrooms. Because she is a public health major, we feel she will be able to quickly get up to speed. We are working on getting at least one more.

The second step is to have every college collect the seating charts for seated classes and place them in a shared folder using a standardized naming convention. Once the files have been loaded, the student worker will be able to begin identifying the close contacts.

Academics

A folder has been created by University Safety with a subfolder for each course prefix. https://livemissouristate-my.sharepoint.com/:f:/g/personal/dah1610_missouristate_edu/Ep4cW-rgfThEj-Cxn8-Rh70B4yhNBgro0Jz9fzyvJO8BKg?e=iSHyPY

Colleges will add each seating chart into the appropriate folder. The following naming convention will be written on the seating chart and will be used to name the file.

Regular seated courses - CourseID Section

e.g. ACC201 002

***Notice there is a space between the CourseID and the section. Do not use hyphens.**

Blended Courses – If all students attend the seated component in a single room the day of the week when the course meets will be added after the section and noted on the seating chart

e.g. ACC302 901 WED

Blended Courses (Split) - If the students are split into two groups meeting on alternating days, the letter “A” or “B” and class meeting day will be added to the section to identify the different groups and noted on the seating chart.

e.g. ACC201 002A MON and a separate file/chart with ACC201 002B WED

Synchronous Zoom - If the course concurrently meets in two separate rooms, the letter “A” or “B” will be added to the section to identify the different groups and noted on the seating chart.

e.g. ACC201 002A and a separate file/chart with ACC201 002B.

Alternating Synchronous Zoom – If the course has two separate rooms with students alternating between the rooms, four seating charts will be needed. One for each room and day. Each group of students will be designated by the letter “A” or “B” after the section to identify the different groups and the day of the week will be added with a space after the letter.

e.g. ACC201 002A MON and a separate file/chart with ACC201 002A WED, a separate file/chart with ACC201 002B MON and one with ACC201 002B WED.

Cross Listed Classes – If two classes meet together, such as a graduate course and undergraduate course, create a seating chart for each class, even though the seating chart is the same.

e.g. If RIL537 and RIL637 meet together, there would be a seating chart/file with RIL537 001 and one that is RIL637 001.

Classes with multiple course prefixes – If a class is offered under more than one class code, such as BUS650 Negotiation, Mediation, and Arbitration in Business and LAW650 Negotiation, Mediation, and Arbitration in Business, create a file using separate course codes and label each seating chart accordingly even though the seating chart is the same.

e.g. BUS650 001 and a separate seating chart with LAW650 001.

NOTES

- The approximate average distance between chairs will be noted on the seating chart.
- If there are changes to the course structure or seating chart, the college will replace the file with the new one.

If there is adequate social distancing (greater than six feet), include a note to that effect in the seating chart (“Adequate Social Distance”) and file name.

e.g. TCM359 001 Adequate Social Distance

Process

When the COVID-19 Response Team is notified of a student testing positive, the name will be passed to the classroom contact tracer (CCT). The CCT will:

1. Look up the student to identify the seated classes the student is taking.
2. Pull the seating chart for each class and determine where the positive student sits.
3. Identify the students within six feet.
4. Send an email to the close contact advising them they have been in close contact with a positive student and the requirement to quarantine to a specified date. The email will also provide them educational information about quarantine and what that means.