



# COVID-related teaching impacts and protocols

## Delivery mode

Classes should be delivered in-person where possible, with courses that have offshore students continuing to be delivered online. (Noting online delivery is not available in all courses and programs.)

### Course coordinator planning for teaching continuity

1. Consider whether you have alternative staff who can deliver classes should you or another member of your teaching team become ill or be required to isolate. Approach appropriate staff members in advance and share relevant teaching materials.
2. Where you have casual staff teaching in the course, discuss with them their availability as back up
3. Ensure that you have equipment and technology at home for online delivery in case you are required to isolate or health advice changes
4. Ensure you have a plan B for any interim assessments that require in person/or online availability at a specific time.
5. Consider whether Week 13 could be utilised to assist course completion
6. Share your teaching continuity plans with relevant colleagues and your Associate Head/Director of Teaching/Program Coordinator.

### Teaching staff can't deliver in-person class, due to illness/isolation.

1. Organise alternative teaching staff to deliver class; OR
2. For staff who are isolating, assess whether you can teach online from home OR
3. Reschedule class to a later day/week via the Timetabling team (noting the availability of Week 13); AND
4. Advise students of changes via a MyUni course announcement.
  - For classes that are rescheduled, it is best to advise students ASAP with a MyUni announcement that the class has been postponed (to save them travelling to campus), followed by another announcement about the details when they are known.
    - Suggested text: *Dear students, the class for <DAY, TIME> in <ROOM> has been cancelled due to staff availability and will be rescheduled. More information about rescheduled activities will be provided as soon as possible. Our sincere apologies for any inconvenience.*
  - For classes that are rescheduled or cancelled, please advise the Head of School, Associate Head/Director of Teaching/Program Coordinator, Faculty Student and Learning Services Manager (so that front-facing student support staff are aware of any rescheduling/cancellations should they receive student enquiries) and Deputy Dean Learning and Teaching. (Noting: this will change post OSP to the Timetabling & Planning Team Leader for the relevant Faculty.)

### In-person attendance means students can't maintain 1.5m distance (e.g. small tutorial room with groupwork around shared tables; laboratory-based practicals)

1. It is acceptable to offer these classes, given current health settings.
2. Staff should strongly encourage masks to be worn by all students/staff present and remind all staff and students not to attend if they are unwell; AND/OR
  - <https://www.adelaide.edu.au/covid-19/general-faqs#what-should-i-do-if-i-see-someone-not-wearing-a-mask>
  - Field trips: Students and staff to wear masks when travelling and unable to distance.
  - For all other teaching activities that have delivery complexity relating to Covid requirements, such as practicals, day and residential field trips, off-site placements, please contact the University Health, Safety and Wellbeing Team for tailored advice: [hswteam@adelaide.edu.au](mailto:hswteam@adelaide.edu.au)



#### **An exam is planned for the end of the teaching period**

1. Invigilation remains a priority for examinations.
2. A refreshed Examinations Steering Group will be convened to consider the best approaches for the upcoming examination periods. This group includes academic and professional staff, will be chaired by the PCVSL and will be in dialogue with your Deputy Dean Learning and Teaching as the plans are developed.
3. There is an opportunity to reconsider your assessment plan for the learning outcome(s) to identify if an alternative approach (eg final project/assignment) is possible. If you would like to do this, please discuss with your Associate Head/Director of Teaching/Program Coordinator in the first instance.

#### **A student or staff member has tested positive for COVID and was previously on campus during their infectious period**

1. If all of the class were wearing masks, then the class will be considered as casual contacts. Please send all relevant staff/students (of that class) a message informing them to monitor for symptoms. Note please do not identify the COVID positive person in your communication to staff or students. Your message may be along the lines of *'Unfortunately one of your classmates who was present on (insert dates) has tested positive for Covid-19. You would be considered a casual contact which means that you should monitor your health for any COVID symptoms. If you have any COVID symptoms, then please get tested and isolate until you have the results.'*
2. Ask the COVID positive person to report their positive result to [hrrservicecentre@adelaide.edu.au](mailto:hrrservicecentre@adelaide.edu.au) and to inform any of their [Close contacts](#) that they will need to [get tested](#) and isolate until results are obtained.
3. For support and advice please contact [hrrservicecentre@adelaide.edu.au](mailto:hrrservicecentre@adelaide.edu.au)

#### **A student has tested positive or is required to isolate and miss classes and/or assessments**

- Course Coordinators to provide advice to students on request about best ways to catch up on any missed learning activities; AND
- Where an assessment has been missed, Course Coordinators to refer students to the [Modified Arrangements for Coursework Assessment Policy](#), which provides a process for consideration and approval of a modified arrangement.

#### **A staff member has concerns with returning to on-campus activity**

- If an individual has concerns about returning to campus, they should discuss these concerns with their supervisor in the first instance. The concerns may be remedied through some simple actions or may be eased simply through discussion. [Employee Assistance Program](#) services are also available to support staff where needed.
- Where these concerns are personal health reasons or caring responsibilities, a supervisor should give consideration to business requirements, practices implemented by the University that encourage a covid-safe work environment (masks, physical distancing etc), and the University's [working from home guidelines](#).
- In the case of illness/injury/disability the University will, wherever possible, seek to provide reasonable adjustments so that and individual can perform their role. In these cases, it is appropriate for a supervisor to ask the staff member for written information from their treating practitioner – as to the actual medical restrictions/recommendations. Once received, consideration should be given to whether adjustments can be made that still enable a staff member to perform the inherent requirements of their role. This may include approval of some working from home or there may be accommodations that can be made at the workplace that would support increased attendance (if this is a reasonable business need). More information about support for staff with a non-work-related injury/illness or disability can be found on the [HR Website](#)

**If an agreement cannot be reached or further assistance is required at any stage, either the supervisor or the staff member should contact their relevant HR Advisor.**