



## COVID-19 Guideline Addendum – Spring 2021

*Students are expected to follow all COVID-19 related policies, procedures and guidelines stated in the University of Georgia College of Pharmacy COVID-19 Addendum.*

### **General Guidance Related to COVID-19**

- **Requirements**
  - Centers for Disease Control and Prevention (CDC) and Georgia Department of Public Health guidelines, current at the time of the class, will apply unless superseded by institutional, local, state, or federal laws. Students are expected to be aware of the local restrictions that apply.
- **Symptoms, contact with someone with positive test, and quarantine**
  - Students must [self-monitor](#) for symptoms of COVID-19 before coming to campus each day.
  - Students who have been sick with COVID-19 [symptoms](#), tested positive for COVID-19, or have been potentially [exposed](#) to someone with COVID-19 (either through [community-related exposure](#) or [international travel](#)) must follow CDC guidance to [self-isolate or stay home](#).
  - Please see the applicable “Guidance on COVID-19” Decision Tree for the College of Pharmacy for additional information on what to do if you 1) experience symptoms or 2) have direct contact, close contact, or non-close contact with someone who has been diagnosed with or tested positive for COVID-19.
- **Screening and reporting**
  - Students are expected to report COVID-19 information (symptoms, positive test, under quarantine, exposure to person with positive test, etc.) to the appropriate campus contact as indicated on the “Decision Tree for College of Pharmacy Students” or “Decision Tree for College of Pharmacy APPE Students.”
  - DawgCheck Screening and Notification Tool
    - UGA has developed a screening and reporting tool called DawgCheck.
    - Please perform a quick symptom check each weekday on DawgCheck—on the UGA app or website—whether you feel sick or not. P1-P3 students are expected to use DawgCheck each weekday even if they have remote instruction. This will help health providers monitor the health situation on campus: <https://dawgcheck.uga.edu/> (Note: This does not apply to APPE students unless they plan to come to any of the UGA campuses).
    - Anyone with a positive test will be required to report the test in DawgCheck. Notification of a positive test by a student will alert the UGA Student Care and Outreach team, whose members will work with Dr. Duc Do to help coordinate medical assistance, meal delivery, housing while in isolation, notification to professors, and other assistance. An automatic notification also will be sent to Facilities Management to signal the need for disinfection of specific areas.
    - Those reporting will be asked to recall their contacts, and this information will be shared safely and securely with the Georgia Department of Public Health to help facilitate contact tracing.
- **Hand hygiene and respiratory etiquette**
  - Consistent [handwashing](#) with soap and water for at least 20 seconds is recommended. Use an alcohol-based hand sanitizer (at least 60% alcohol) if soap and water are not available. Avoid touching your eyes, nose and mouth with unwashed hands.
  - Everyone should cover coughs and sneezes with a tissue or the inside of their elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.



- **Social Distancing and Face Coverings**
  - Since people can spread the virus before having symptoms, it is important to keep physical distance from other people (maintain six feet of distance—about two arm’s length).
  - UGA will require all faculty, staff, students, and visitors to wear an [appropriate face covering](#) while inside campus facilities/buildings where six feet social distancing may not always be possible. Face covering use will be in addition to and is not a substitute for social distancing. Face coverings will not be required when alone in an enclosed office or study room, in campus outdoor settings where social distancing requirements are met, or for students in their own residence hall rooms or suites.
  - Anyone not using a face covering when required will be asked to wear one or leave the area. Refusal to comply with the requirement may result in discipline through the applicable conduct code for faculty, staff, or students. Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons. Students seeking an accommodation related to face coverings should contact the Disability Resource Center at <https://drc.uga.edu/>.
  - Students are expected to be aware of and to adhere to the posted room capacities in the College of Pharmacy and on extended campuses.
- **Student travel for professional purposes**
  - Because of the shifting epidemiology of the coronavirus, a destination considered relatively safe now may not be considered safe this spring and vice-versa. Students are strongly encouraged to follow relevant CDC and GPHD post-travel quarantine guidance and may be subject to quarantine requirements. Certain states have travel restrictions and required times of quarantine on entry.
- **Accommodations and extenuating circumstances**
  - Students seeking accommodations due to COVID-19 (e.g., students with higher risk factors, student’s personal health/medical condition) must register with the UGA Disability Resource Center (DRC, <https://drc.uga.edu/site>) in order to receive necessary accommodations.
  - If there are extenuating circumstances that impact your success, you must contact the Assistant Dean for Student Affairs.
- **Statement on potential changes during semester**
  - Course delivery is subject to change during the semester in response to COVID-19. This may include a change to short-term or long-term remote instruction earlier than anticipated.
- **Student compliance with COVID-19 guidelines**
  - Students who fail to comply with COVID-19 safety policies and procedures may be subject to disciplinary action under the UGA Student Conduct and College of Pharmacy Professionalism Policy.
- **APPE students**
  - The “General Attendance and Participation Guidance” and “General Exam and Assignment Guidance” sections of the COVID-19 Addendum do not apply to APPE students.
  - APPE students should follow COVID-19 guidance and requirements set by Experience Programs and individual sites.
- **Additional resources**
  - See CDC website for additional up-to-date information: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
  - See UGA website for additional COVID-19 information related to the university: <https://www.uga.edu/coronavirus/info.php>
  - See the link below for UGA information specific to students: <https://coronavirus.uga.edu/information-for/students/>
  - See the link below for College of Pharmacy COVID-19 information: <https://rx.uga.edu/about/college-of-pharmacy-coronavirus-covid-19-updates-and-resources/>
  - See Student Handbook for additional information on student resources: <https://rx.uga.edu/students/current-pharmd-students/>

### **General Attendance and Participation Guidance**

- See your course syllabus for specific policies related to the items in this section.
- **Hybrid instructional model**
  - Consistent with UGA's plan, classes will be taught with a hybrid model of 1) face-to-face with social distancing instruction and 2) remote online instruction.
- **In-person and remote online groups**
  - During the Spring 2021 Semester, PharmD student classes will be divided into groups to allow for appropriate social distancing.
    - P1 and P2 PharmD students
      - Students will be divided into three groups. Each week, one group of students will take classes face-to-face, while the other two groups will participate in course activities synchronously via online videoconferencing (e.g., Zoom). Groups rotate each week.
      - With this hybrid instructional model, each group of students will usually be on campus for an entire week every three weeks. However, there will be exceptions for some weeks. Please review the schedule book thoroughly for details.
    - P3 PharmD students
      - Students will be divided into two groups. Each week, one group of students will take classes face-to-face, while the other group will participate in course activities synchronously via online videoconferencing (e.g., Zoom). Groups rotate each week.
      - With this hybrid instructional model, each group of students will be on campus for an entire week every other week.
    - Seating charts
      - Students should sit in the same seat each time they have in-person classes. See your course syllabus for specific policies.
  - BS and graduate students should seek guidance from course coordinators on specific policies for their classes.
- **Didactic course recordings**
  - During the Spring 2021 Semester, all didactic course sessions will be recorded and uploaded to eLC.
  - Due to technology limitations, breakout discussion sessions for Zoom videoconferencing cannot be recorded.
- **No penalties if unable to attend in-person due to COVID-19**
  - Students will NOT be penalized if they cannot attend in-person sessions because they are ill, symptomatic, or in medical quarantine due to COVID-19. Course instructors will work individually with these students to identify options to make up mandatory, in-person requirements (e.g., labs, IPPEs, etc.).
  - Students with extenuating circumstances (illness, quarantine, accommodation, etc.) may participate in course activities online if able and if approved by the course coordinator or appropriate faculty member.
  - Student privacy will be respected at all times. Only need to know individuals would be notified of pertinent extenuating circumstances.
- **Attendance procedures**
  - P1, P2, and P3 PharmD students
    - Your class has been divided into cohorts for your protection and to assure the ability to adequately social distance in the classroom spaces. For this reason, you must only attend classes in-person when your cohort is scheduled to be in-person.



- If there are extenuating circumstances that impact your success, you must contact the Assistant Dean for Student Affairs. Requests from students for an accommodation due to COVID-19 will be handled through the UGA Disability Resource Center's (DRC) existing accommodations process.
- If a student is unable to attend a proctored exam, they (or their representative) should notify the course coordinator by email prior to the exam time to arrange for a make-up proctored exam. If a student is unable to attend an IPPE, they (or their representative) should contact the experience coordinator by email prior to the scheduled experience.
- Attendance at assigned campus for P3 PharmD students
  - Due to the need to maintain social distancing and the subsequent limitations of room capacity, students shall be expected to attend classes and proctored exams at their assigned campus.
  - If students are unable to attend classes at their assigned campus, they should notify the course coordinator and the site administrator (Campus Assistant Dean or Assistant Dean for Student Affairs for Athens) by email prior to the class and attend via distance connections.
- **Communication with faculty**
  - Students should contact the course coordinator and other appropriate faculty member if there is an issue related to COVID-19 that will impact attendance/participation for a course requirement. Course instructors will work individually with these students to identify options to manage issues that arise.
- **Course withdrawal**
  - In the event a student is unable to complete course requirements and needs to withdraw, the student should contact Dr. Duc Do in the Office of Student Affairs, who will work with UGA Student Care and Outreach as needed, to coordinate this process.

### **General Exam and Assignment Guidance**

- See your course syllabus for specific policies related to the items in this section
- **Exam administration**
  - Administration of examinations will be impacted by the hybrid instructional model used during Spring 2021. Major options for exam administration are:
    - Unproctored exam: Unproctored exams will be administered by designated software electronically (e.g., ExamSoft, eLC, Respondus) during the scheduled class time or outside normal class time. To promote fairness, students who are on campus as part of the in-person group will not be monitored while taking the exam. Students assigned to the in-person group for the exam may choose to take the exam at another location (e.g., KLC, outside, etc.).
    - Proctored exam: Proctored exams will be held outside normal class time in the evenings (i.e., after 5pm). The instructor will specify the time of the exam in advance. All students will need to be on campus for proctored exams. Based on room capacity using social distancing recommendations, multiple rooms may be needed to accommodate classes.
      - Note: All evening exams must be approved by the University as described in this [procedure](#).
    - Combination of unproctored and proctored exams
      - Unproctored exam: Unproctored exams will be administered by designated software electronically (e.g., ExamSoft, eLC, Respondus) during the scheduled class time or outside normal class time. To promote fairness, students who are on campus as part of the in-person group will not be monitored while taking the exam.



- Students assigned to the in-person group for the exam may choose to take the exam at another location (e.g., KLC, outside, etc.).
- **Proctored exam:** Proctored exams will be held outside normal class time in the evenings (i.e., after 5pm). The instructor will specify the time of the exam in advance. All students will need to be on campus for proctored exams. Based on room capacity using social distancing recommendations, multiple rooms may be needed to accommodate classes.
    - **Note:** All evening exams must be approved by the University as described in this [procedure](#).
  - **Remotely proctored exam:** Remotely proctored exams will be administered by designated software electronically (i.e., Respondus Monitor) during the scheduled class time or alternative times as scheduled by the instructor. Students who are on campus as part of the in-person group should take their tests in the designated classroom. It is the student's responsibility to satisfy all testing requirements, which may include the use of a video camera and specific browsers, and to minimize activities that might be flagged as possible misconduct by the software. Students must have their student IDs during testing and ensure that they are not physically located near other individuals when taking the examination, unless they are in the designated classroom. Students flagged by the software as performing possible academic misconduct may be required to take future tests in a proctored environment or may be directly referred to the Office of Academic Honesty for an academic honesty violation.
    - The University has adopted Respondus Monitor as the online proctoring tool inside eLC and the ALEKS testing platform beginning Fall 2020. Respondus Monitor is an AI-powered proctoring tool that functions as a plug-in for [Respondus LockDown Browser](#). Like Respondus LockDown Browser, Respondus Monitor will be available free of charge to all UGA students and instructors.
    - **Note:** Respondus Monitor is only compatible with exams administered through eLC.
  - **Missed exams or assignments due to COVID-19**
    - If a student misses an exam or assignment due to COVID-19, the course coordinator and other appropriate faculty member will work with the student to offer a makeup exam or assignment to the extent feasible and reasonable.
    - Students should contact the course coordinator and any other appropriate faculty member in advance if there is an issue that will impact taking an exam or completing an assignment.

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