

Subject: Fall Quarter safety protocols for Bren School faculty and staff

Date: Wed, Sep 22, 2021

Dear Bren School Faculty and Staff,

I would like to warmly welcome you all back to Bren Hall. The last 18 months of remote work and instruction have been among the most challenging in our recent history. I extend my deepest thanks and appreciation to all of you for your dedication, perseverance, and commitment to excellent teaching and service to our students during this difficult time. The Bren School has been resilient during this global pandemic because of your remarkable tenacity, flexibility, and creativity. Thank you for everything you did, often working many extra hours, to make it possible to continue instruction, advising, and research activities during the pandemic.

We have come a long way since the Bren School and campus closed to in-person activities in March 2020. I am grateful that, beginning in early 2021, our community has had access to vaccinations that significantly reduce the spread of COVID-19 and reduce the severity of symptoms in those who contract COVID-19. With our campus' strict enforcement of the UC's vaccine mandate, we can be confident in high rates of vaccination among our students, faculty, and staff. Just prior to Fall Quarter, Student Health Services confirmed that 96.6% of UCSB students were in compliance with the vaccine mandate (2.1% exemption) and many of those who were unable to comply were international students who did not have access to the vaccine in their home countries and will be vaccinated upon arrival. UCSB faculty and staff were slightly behind students in their vaccination rates, with 90.7% of faculty and staff in compliance with the vaccine mandate (0.45% exemption) prior to Fall Quarter. Those who are unvaccinated will be required to undergo weekly COVID-19 testing through Student Health Services. Current statistics on vaccination and COVID-19 cases on campus are available on [UCSB's COVID-19 Dashboard](#). In comparison, the County of Santa Barbara has 67% of eligible individuals (12+ year olds) fully vaccinated.

In addition to the UC's vaccine mandate, UCSB continues to require all students and employees to complete a [daily survey](#) to monitor symptoms and requires all individuals approved to be on campus to wear a mask indoors regardless of vaccination status. These safety protocols are essential to keep our community as safe as possible and I appreciate your full compliance. Additional information about COVID-19 safety protocols is included below. This information is customized to faculty and staff and is not the same as the information included in the welcome message to students. Please review this information carefully so you are aware of the safety protocols for in-person instruction and advising at the Bren School in Fall Quarter.

If a COVID-19 case occurs in Bren Hall, you will be notified of the room(s) and date(s) when potential exposure may have occurred. For vaccinated individuals, the occurrence of a COVID-19 case in the building will likely not have a substantial impact on your day-to-day operations. Vaccinated individuals exposed to a known COVID-19 case do not need to quarantine unless they have symptoms. If you had close contact exposure (same room on the same day), then you should monitor your symptoms and take a COVID-19 test 3-5 days after exposure. Additional instructions for how to manage exposure to COVID-19 and symptoms are included below.

My goal is to protect our Bren community by enforcing the safety protocols and reducing the risk of exposure to COVID-19 for all members of our community. I appreciate everything you do on campus and at home to protect yourself and others. If you have questions or concerns, please feel free to reach out to me or Associate Deans Bruce Kendall and Sarah Anderson. We look forward to restoring our vibrant Bren School community and continuing our research and teaching to advance solutions to environmental problems. See you in Bren Hall!

Cheers,
Steve Gaines

ADDITIONAL INFORMATION ABOUT COVID-19 PROTOCOLS FOR FACULTY AND STAFF IN FALL 2021

Information about UCSB's response to the COVID-19 pandemic is on the UCSB website: <https://www.ucsb.edu/COVID-19-information>. Guidelines for our return to campus are on the UCSB website: <https://www.ucsb.edu/COVID-19-information/return-to-campus-requirements>.

In-person instruction: Instruction in Fall Quarter will be in person. Instructors are expected to teach in person and students are expected to attend lectures, discussions, and labs in person. Facilities Management has ensured that HVAC systems, ventilation systems, and/or windows in classrooms, labs, and offices are operating as designed and within the safety guidelines required by CDC and the public health department.

If a student is concerned about returning to in-person instruction, then they should consider taking a leave of absence in Fall Quarter. Instructors are not expected to provide recordings of lectures although some instructors may individually decide to record and post lectures. If a student would like to consider a leave of absence, then they should contact academics@bren.ucsb.edu or talk with a Student Affairs staff member.

Instructors may request temporary workplace adjustment to allow them to reach remotely in Fall Quarter if they live with a family member or household member who is moderately to severely immunocompromised as defined by the [CDC's current recommendations](#) for an additional vaccine shot. Academic deans may grant workplace adjustments if the instructor

provides a completed Workplace Adjustment Request Form including (1) a physician's certification that a member of the household is immunocompromised and (2) attestation of cohabitation. If you believe you are eligible for a temporary workplace adjustment, then please contact Assistant Dean Satie Airame (airame@bren.ucsb.edu).

Masks: Everyone approved to be on the UCSB campus must wear a mask indoors, including instructors and students in the classroom. If a student is not wearing a mask in a classroom, then the instructor should ask the student to put on their mask immediately. If the student forgot to bring a mask, then they should get a free mask from a staff member in the dean's suite (2nd floor, office wing). Please keep in mind that a student on campus without a mask is likely to be vaccinated and not to have any symptoms of illness so the absence of a mask is not a medical emergency. It is an oversight or a behavioral issue that should be resolved calmly and without escalation. If the student does not comply with the requirement to put on a mask to attend class, then the instructor may ask the student to leave the class. If the student refuses to leave the class, then the instructor may cancel the class. In the event of a canceled class, please email academics@bren.ucsb.edu. Instructors also must wear masks while teaching and may not remove masks at any point while in the classroom. Eating and drinking is not permitted in classrooms (or other spaces indoors) due to the mask mandate.

Faculty and staff also must wear masks when in any public space in Bren Hall and they must keep their mask on while in the presence of one or more other people. It is not permissible to mutually agree to take off masks inside if two or more people are together in one room. Masks must be worn indoors regardless of your vaccination status and beliefs. It is not permissible to eat or drink inside in the presence of another person inside any room in Bren Hall, including a private office. If you wish to eat and drink in the company of another person, then you must go outside. A mask may be removed only if you are alone in an individual office with walls and a door that can be closed. If another person walks into your office, then you must immediately put on your mask. Please notify Assistant Dean Satie Airame (airame@bren.ucsb.edu) if you encounter a situation in which a Bren School faculty or staff member does not comply with the mask mandate.

Microphones: To amplify speaking while masked, instructors may request a dedicated wireless headset and receiver that can plug into a classroom podium. Classrooms equipped to use these headsets are: Bren Hall 1414 (Colloquium Room), Bren Hall 1424 (Seminar Room), Bren Hall 1510 (Sycamore), Bren Hall 1520 (Oak), Bren Hall 3526 (Pine), and MSB 1302 (MSI Auditorium). Headsets may be used in conjunction with an optional portable battery-powered speaker if you require amplified speaking in another location. Please contact the Compute Team through compute@bren.ucsb.edu if you would like equipment to amplify your voice while teaching. Instructions for how to use the headsets are recorded in the following video: <https://vimeo.com/605157727>. Please contact the Compute Team (compute@bren.ucsb.edu) for individual training for instructors who wish to learn how to use the audio amplification equipment.

Recording lectures: Lectures delivered in Bren Hall classrooms may be recorded using Panopto or Zoom. The Bren School's Compute Team provided guidelines for how to record lecturers in Bren classrooms under [Bren Compute Documentation>Remote/In-Person Teaching Resources](https://bren.zendesk.com/hc/en-us/categories/360002775991) (Direct URL: <https://bren.zendesk.com/hc/en-us/categories/360002775991>). Panopto recordings will automatically be posted to GauchoCast when you share, at your discretion, via GauchoSpace. Please review these instructions for using Panopto on classroom computers. If recording, instructors should notify students verbally and in the syllabus that only the instructor is allowed to record the lecture and that recorded lectures may not be sold or used for any other purpose besides study by enrolled students. The recording will not pick up students' voices in the classroom so the instructor should repeat questions. Please contact the Compute Team (compute@bren.ucsb.edu) for individual training for instructors who wish to record lectures.

What to do if a student in my class gets sick: If a student in your class contracts COVID-19 or another illness, you will need to make accommodations for that student. You should advise the student to get a COVID test and seek medical assistance from Student Health Services. You should inform the Assistant Dean, Satie Airame (airame@bren.ucsb.edu) if a student in your class contracts COVID-19. If your student has COVID-19 or another illness, the student should not come to class and you must provide a way for that student to catch up on missed lectures, discussions, and labs. If the ill student misses a midterm or final exam, you will need to reschedule the missed exam. If the ill student does not complete the coursework prior to the end of the quarter, you should make a plan for that student to complete the work in a timely manner after the quarter. You may approve an Incomplete Grade Petition or you may decide to assign No Grade. Incomplete Grade Petitions are due by the last day of instruction of the quarter (Dec 3, 2021). If you decide to assign No Grade, then you should describe to the student, in writing, what is expected and the timeline for completion of the work and you should copy academics@bren.ucsb.edu). No Grade will automatically convert to F after the end of the following quarter. Please contact academics@bren.ucsb.edu if you have any questions about Incomplete grades or No Grade.

What to do if I get sick or one of my family members gets sick: If you have symptoms of illness, you should immediately leave campus, seek medical care, and get a COVID-19 test. Faculty, staff, and students are encouraged to utilize the campus testing for COVID-19, which is available by appointment without charge; see details at <https://studenthealth.sa.ucsb.edu/home/coronavirus/covid-19-asymptomatic-testing>.

If you test positive for COVID-19, then you will need to report the case to Student Health Services at ucsb-covid19@ucsb.edu or call (805) 893-3113. Details about what must be reported are on the COVID-19 reporting website: <https://www.ucsb.edu/COVID-19-information/reporting>. In addition, please notify the Bren School's Assistant Dean Satie Airame (airame@bren.ucsb.edu) or Building Manager Sage Davis

(sage@bren.ucsb.edu) so they can inform potentially affected individuals as soon as possible. Public notifications regarding a case of COVID-19 in Bren Hall will be confidential and will not include the name of the person who contracted COVID-19; the notification will include only the location(s) in Bren Hall and date(s) when the person was in the building and potentially contagious. Persons with COVID-19 must be isolated for 10 days from the date when they experience symptoms or have a positive COVID-19 test result. They may be approved to return to campus after 10 days and after at least 24 hours without a fever. If symptoms of illness persist, then it is advised to seek guidance from Student Health Services or your doctor. In an emergency, please call 911 (or 9-911 from a campus phone) for immediate medical attention.

Remote instruction on quarantine: If you or one of your family members contracts COVID-19 and you feel well enough to continue teaching, then you are eligible to teach remotely for the period when you need to quarantine. Please contact Assistant Dean Satie Airame (airame@bren.ucsb.edu) to discuss accommodations for teaching remotely under these circumstances.