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FLORIDA STATE UNIVERSITY



**This message to all faculty and instructional staff has been approved by James Clark, Provost & Executive Vice President for Academic Affairs and Janet Kistner, Vice President for Faculty Development and Advancement.**

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Dear Faculty and Instructors:

Everyone who knows FSU, especially those who teach or do other work here, recognizes its strong sense of identity and community. Those values have served us well as we have coped with the unexpected events of the past two years.

Now, we must draw again on our sense of community in order to face the new challenges posed by Omicron, a less damaging, yet highly transmissible, COVID-19 variant. The [Office of Faculty Development and Advancement](#) will continue to collect resources that will help you stay up-to-date with the latest guidance related to instruction.

As we begin the semester, please take the following steps to help mitigate its transmission and its effects on students, staff, and faculty as we all return to campus.

1. Be aware that national and international air travel is still disrupted by the virus. This may affect both instructors and students. Instructors experiencing flight delays should stay in close touch with their department chair/school director and have a plan for someone to fill in the first day of class if needed. Instructors should monitor course Canvas sites and email for messages from students indicating that they are unable to attend the first day of class and do everything possible to accommodate them. Specifically, inform students whether they can attend the first class virtually or can retain their place in the course without attending the first day. Consider taking first-day attendance by Qualtrics if a large number of students must be absent, and communicating the procedures you'd like for stranded students to follow by posting instructions on your Canvas site.
2. Sanitization stations will be made available in the classrooms for your use. Report any missing or low classroom sanitization products to your department.

3. Instructors should follow all [University guidelines](#) for isolation after a positive test result and develop a plan with their department chair for continuing class if they need to isolate.
4. We also ask for your continued flexibility in requiring medical documentation for students who miss class due to illness. In times of increased illness, access to documentation from University Health Services (UHS), Case Management Services (CMS) or other medical providers may be limited.

Please communicate the following important messages to students:

1. Encourage students who have tested positive for COVID-19 not to travel to campus. Instead, direct students to inform each of their instructors that they need to be absent while they recover or pass the isolation period specified by the [University guidelines](#). As in keeping with past semesters, please be aware that students may not be able to provide doctor's notes. We ask that instructors work with students to excuse absences related to any possible COVID exposure or illness.
2. Continue to encourage and expect students in face-to-face classes to wear face coverings, reinforcing [President McCullough's recent message](#) that medical-grade KN95 or N95 masks provide far superior protection than cloth.
3. Continue to encourage vaccinations and booster shots as well as social distancing where possible. Remind students in the local area that FSU offers free testing and vaccine clinics daily.
4. Encourage students to use the Daily Wellness Check on <https://my.fsu.edu> if they are not feeling well. The [SAFER Team](#) provides contact assessment and support to students, faculty, and staff who have been exposed or test positive for COVID-19.

Thank you for your efforts to ensure that spring semester starts as smoothly as possible. We hope that the new year goes very well for the entire FSU community.

Best,

James Clark  
Provost & Executive Vice President for  
Academic Affairs

Janet Kistner  
Vice President for Faculty Development &  
Advancement



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