

To: Sciences Division, Humanities Division, Social & Behavioral Sciences Division, All Portland Faculty  
Cc: Covid19 Emergency Response Team  
Subject: Academic Planning Update  
Date: Thursday, August 28, 2020 at 12:09 PM

**Faculty, if you and/or your family have been exposed to Covid-19 or believe you have been exposed what should you do?**

If there are symptoms in your household or possible exposure, stay at home and contact your health care provider. Inform your Department Chair, your Dean, and copy Academic Affairs as soon as you possibly can.

If you are ill or have a confirmed exposure, notify HR under our policies regarding quarantine or isolation. With proper approvals, short-term telecommuting agreements can be put in place.

If you are well, you can teach remotely. If you need to make other arrangements, work with your department chair and keep others in the loop.

Work with your department chair to keep your class updated

You should quarantine away from campus until you are cleared by your health care provider. You are not to come to campus for any reason until you have been released by your health care provider.

We encourage everyone to use the **Health Monitoring Daily**

**Checklist:** <https://inside.linfield.edu/files/ehs/Health-Monitoring-Daily-Checklist-7-17-20-2.pdf> as well as to log their health in **Campus Clear**. The App can be downloaded using either of the links below:

Apple: <https://apps.apple.com/app/campusclear/id1516163872?l>

Google: <https://play.google.com/store/apps/details?id=com.campusclear>