



**Temporary COVID-19 Attendance Policy**  
COVID-19 Policies and Procedures

We are facing an unprecedented situation in which all of us must be flexible and make prudent decisions in the best interest of our families, our campus, and our community. In light of this, Southeastern is temporarily establishing campus-wide course attendance guidelines as follows: Students who are sick or need to quarantine should not attend classes. Students will not be required to provide formal documentation from a health care provider and will not be penalized for COVID-19 related absences when proper notification to campus health officials is made in accordance with the guidelines stated below. ([Illness Reporting Form](#))

**Faculty will:**

- Notify students about important course information and delivery changes through Blackboard and campus email

**Students should:**

- Provide notification to campus officials ([Illness Reporting Form](#)) if they have tested positive for COVID-19 or have to quarantine so we can confirm reported absence with instructors, monitor, and assist the campus community;
- Notify instructors in advance of the absence;
- Connect with that class through Zoom if the class session is being transmitted in a hybrid fashion;
- Keep up with and/or make up missed classwork or assignments;
- Submit assignments digitally through Blackboard or other means as announced by your instructor;
- Work with their instructors to reschedule exams, labs, and other critical academic activities described in the course syllabus.
- Check Blackboard and campus email daily to receive important announcements pertaining to the course

During this period, all faculty will establish assigned seating to facilitate roll-taking, and, if necessary, contact tracing. Additionally, we ask all members of the University community to be attentive to their health, and safeguard others, by following the CDC's guideline to "stay home when you are sick." You should stay home if you have [symptoms](#). More information on [what to do if you are sick](#) is available at the CDC's website.

*These policies and procedures were updated on July 24, 2020 and are subject to change.*