



UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

SUBJECT: Class Attendance Policy
DATE: August 30, 2021

INDEX TITLE: Administration

I. POLICY:

It is the policy of the UPMC Schools of Nursing that attendance is expected at all classes and related experiences as assigned by faculty. Attendance at scheduled classes, examinations, conferences, assigned experiences, and NCLEX review is essential in meeting course and program objectives.

II. PURPOSE:

The purpose of this policy is to reinforce that attendance at scheduled assigned classroom experiences is essential to meeting course and program objectives. Students must achieve all classroom objectives utilizing weekly classroom objectives. Students are expected to be prompt in attendance for assigned classroom experiences.

III. SCOPE:

This policy applies to all students enrolled in the UPMC Schools of Nursing.

IV. PROCEDURE:

1. Faculty will record absences from class as they occur.
 - (a) To be given credit for having attended a class, students must sign the attendance sheet once, prior to the end of class.
 - (b) In order for students to be considered enrolled in a class, he/she must attend a minimum of one of the first three classes.
 - (c) Under no circumstances will any children/dependents (regardless of age) be permitted to attend classroom lecture/labs.
2. Faculty teaching for affiliating colleges or universities will keep attendance records for all of our students.
3. Faculty members are not permitted to grant delays to the start of class for any reason, including severe weather.
4. Any absence due to a declared state of emergency or natural disaster will be handled by the Executive Director or her designee on a case-by-case basis.

IV. REFERENCED AND RELATED POLICIES:

HS-HR0744 Clean Air/Smoke and Tobacco-Free Campus
UPMC Schools of Nursing Emergencies Policy
UPMC Schools of Nursing Dress Code Policy

Reviewed/ Revised: Faculty Senate: 02/21/2019; 01/27/2020; 01/14/2021

Originated Date:

Effective Date: 08/30/2021

Signature:  _____ Date: 1/14/2021
Executive Director
UPMC Schools of Nursing

ADDENDUM to CLASS ATTENDANCE and EXAMINATION POLICIES

Topic: Procedures related to COVID-19

Effective: August 31st, 2020

The following procedures will be put into place beginning August 31st, 2020 to be in full compliance with the directives from the CDC, PA Department of Health and UPMC related to the COVID-19 pandemic.

These procedures will remain in place until restrictions are lifted by all three of the above agencies.

GENERAL GUIDELINES

1. Each school of nursing will determine if classes will be offered in a in-person or virtual environment. Classes may also be offered in a hybrid format.
2. All classes will have the ability to be offered virtually and will be recorded through Microsoft TEAMS.
3. All students who are exhibiting positive symptoms and/ or fail a screening will be required to follow-up with a health care provider. Students will need to be cleared prior to return.
4. Any student who falsifies reporting of symptoms and/or a screening will be subject to the Code of Conduct Policy.

IN-PERSON CLASSES

1. Students attending class in person:
 - a. Are asked to self-prescreen prior to proceeding to the school. Students with a positive screen MUST stay home
 - i. Students with the following symptoms are asked to stay home: Fever, chills, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.
 - ii. If you are experiencing trouble breathing, persistent pain or pressure in the chest, new confusion, unable to stay awake, blue lips or face seek immediate medical attention.
 - iii. Notify the course chairperson that they will be joining virtually.
 - iv. Notify the Director with your symptoms.
 - v. Contact a Health Care Professional.
 - b. Are asked to arrive approximately 20 minutes prior to scheduled start time to allow for screening upon entrance to the facility. Please follow the school specific directions for screening.
 - c. If a student fails the screening /has a positive screen upon entry to the School:
 - i. The student must leave and return home
 - ii. Notify the course chairperson
 - iii. Notify the Director
 - iv. Contact a Health Care Professional.
 - v. May join the class virtually
 - d. Must follow social distancing guidelines as established by the school.

- e. Must wear a mask at all times while present in the school. Cloth masks are acceptable and must be provided by the student.
- f. May not congregate in common areas.
- g. Must perform strict hand hygiene frequently throughout the day.
- h. Will be assigned to a classroom for the semester.
- i. Will be assigned a seat.

VIRTUAL ENVIRONMENT

- 2. Students attending class virtually:
 - a. Are expected to be present and actively engaged.
 - i. If students opt to leave during the lecture, they are asked to end their Teams meeting.
 - b. Should be dressed appropriately (per dress code guidelines).
 - c. Are expected to be in an environment that minimizes distractions.
 - d. Are asked to mute their devices, unless otherwise instructed by faculty.

EXAMINATIONS

- 3. Examinations
 - a. Students are expected to self-prescreen on examination days.
 - b. Students are scheduled for an in-person examination and are unable to attend due to COVID-19 symptoms are to:
 - i. Contact the course chair at least 30 minutes prior to the scheduled exam time. The exam will be available in a virtual format with no penalty.
 - ii. The student is expected to take the exam at the original scheduled time.
 - iii. If a student fails the screening upon entry to the building, the student will be permitted to take a make-up examination without penalty.
 - iv. Contact the Director.
 - v. Contact a Health Care Professional.

Reviewed/ Revised: 07/02/2020; 01/14/2021

Originated Date: 07/02/2020

Effective Date: 08/30/2021

Signature: 
Executive Director
UPMC Schools of Nursing

Date: 1/14/2021