

Furman University Protocol for in-person student experiences during the COVID-19 Pandemic
Updated May 1, 2020

1. This Protocol applies to all in-person, off-campus, Furman sponsored student experiences, including hybrid experiences that occur in-person and remotely. For a copy of this protocol and all other supporting documents and required forms, [click here](#).
2. All Experiences must meet and comply with the [Criteria for Furman Sponsored Off-Campus, In-Person Experiences during the COVID-19 Pandemic](#)
3. All Experiences must have an Assigned Furman Contact who is responsible for ensuring (i) [Criteria for Furman Sponsored Off-Campus, In-Person Experiences during the COVID-19 Pandemic](#) are met with respect to the Experience; and (2) this Protocol is followed based on communication with the student and contact at the site (when applicable) where the Experience occurs. For credit-bearing experiences or experiences required for graduation or pre-professional training, it is recommended that the supervising faculty member serve as the Assigned Furman Contact.
 - a. Other examples of individuals that can serve as the Assigned Furman Contact include but are not limited the Internship Office Director or Assistant Director, Director of Undergraduate Research, Directors and/or staff of the Shi Institute, Riley Institute, Institute for the Advancement of Community Health, The Office for Innovation and Entrepreneurship, The Collaborative for Community Engaged Learning, and Directors and/or staff from the Student Life Division, and Furman Faculty and Academic Department Chairs.
4. Students must read and electronically sign the (1 [Furman Student COVID-19 Student Acknowledgement and Release Form](#) (2) [Student consent, assumption or risk and release agreement](#) and (3) if applicable, any agreements required by the Furman host department or office prior to the start of the Experience. In partnership with the Assigned Furman Contact, The Center for Engaged Learning will facilitate and oversee the collection of these forms.
5. The off-campus host's site supervisor must electronically sign and return the [Furman University Agency Agreement](#) prior to the start of the Experience. Any proposed revisions by the off-campus host must be centralized through the Center for Engaged Learning and reviewed by the Office of General Counsel.
6. In special cases where an off-campus organization is not hosting the student's Experience (e.g., a student is performing independent research at an archive), a Furman faculty or staff member must verify that the site of the experience meets the Criteria for Furman Sponsored Off-Campus, In-Person Experiences during the COVID-19 Pandemic. The faculty or staff member may be the same or different from the supervising Furman person described in #2 of this protocol and ensure all of the same documentation is completed by both the student and the site prior to the student's Experience.

7. Working with the Center for Engaged Learning or other appropriate office, the Assigned Furman Contact is responsible for ensuring that students and off-campus hosts electronically sign and return the documents required under this Protocol ([click here for all forms and information](#)) prior to the start of the Experience.
8. The Assigned Furman Contact will have contact with the student throughout the experience to ensure the student is adhering to the protocols and, as needed, follow up with the site for confirmation as well.
9. If in the course of the experience, the Furman supervisor/contact no longer feels the student can be safely hosted in-person, off-campus, the Furman supervisor/contact will take steps to immediately terminate the student's on-site presence and determine with the appropriate parties whether the experience may be completed remotely, temporarily interrupted, or ended.