

**Risk Management**  
401 Golden Shore, 5th Floor  
Long Beach, CA 90802-4210

[www.calstate.edu](http://www.calstate.edu)

June 25, 2020

**MEMORANDUM**

**TO:** CSU Provosts

**FROM:** Alison Wrynn, Associate Vice Chancellor, Academic Programs, Innovations & Faculty Development  
Arun Casuba, Executive Director, Strategic Sourcing & Chief Procurement Officer, Contract Services  
Zachary Gifford, Director, Systemwide Risk Management

**SUBJECT:** California State University Experiential Learning during the COVID-19 pandemic

This memo is intended to provide supplemental guidance to existing for-credit experiential learning programs during the COVID-19 pandemic. It supersedes guidance issued in spring 2020 in response to the CSU's pivot to primarily remote and virtual learning.

Experiential credit-bearing learning (student teaching, clinicals, practicums, internships, service learning, field placements, etc., for-credit experience only) is an important component of student success. However, COVID-19 has posed new and emerging risks to students engaged in this experience. As you review student experiential learning opportunities, please adopt the following practices in order to reduce and address risk:

**Students Engaged in For-Credit Experiential Learning**

1. Students enrolled in experiential learning programs should be given a virtual learning option—to the extent allowed by accrediting and credentialing bodies—in order to complete their course work. This should include allied health clinical experiences and education programs (student teaching) if and when possible.
2. Students who choose to participate in on-site experiential learning programs (not virtual) must receive COVID-19 safety training consistent with federal, state, local and CSU guidance and/or mandates as part of their orientation and prior to participation. If the experiential learning site does not provide this training, the campus shall do so.

**CSU Campuses**

Bakersfield  
Channel Islands  
Chico  
Dominguez Hills  
East Bay

Fresno  
Fullerton  
Humboldt  
Long Beach  
Los Angeles  
Maritime Academy

Monterey Bay  
Northridge  
Pomona  
Sacramento  
San Bernardino  
San Diego

San Francisco  
San José  
San Luis Obispo  
San Marcos  
Sonoma  
Stanislaus

3. Students engaged in on-site experiential learning must sign an acknowledgement (to be prepared by the campus) that they have been informed of and understand the risks to their own health presented by COVID-19. This does not require that students sign the attached waiver. Moreover, this acknowledgment of risk does not require that students sign a waiver or release of liability.
4. To the extent that campuses already required participants to sign Hold Harmless waivers for certain activities or programs (pre-COVID-19 pandemic), they should continue to do so consistent with California State University Use of Approved Waiver of Liability Policy (EO 1051). Please use the attached updated waiver. Questions for exceptions should be addressed to the campus risk management officer or campus counsel. If a student will be attending a “higher risk” placement, the campus should consult with their campus risk manager regarding the need or advisability of obtaining a COVID-19 specific waiver from the student. A “higher risk” placement is defined as one in which it is known that the student will be working or coming into contact with individuals who are known to have been infected with COVID-19.

### **Student Placement Agreements**

Current and fully executed Student Placement Agreements do not need to be modified at this time to include COVID-19 language. It is recommended, however, that a risk review be conducted for any virtual or in-person placements that are substantially different from those originally outlined. If any revised activities fall into a high-risk category, the campus should strongly consider including the amended language identified below in the University-Agency Agreement. Additionally, all safety- and risk-related information should be provided to students as part of the orientation process (e.g., training as identified in Section 2, course syllabus, video or online placement platform).

New and renewing University-Agency Agreements can include the addition of the following language into their agreement template(s) provided the partner agency agrees:

[Facility] is aware of and informed about the hazards currently known to be associated with the novel coronavirus referred to as “COVID-19”. [Facility] is familiar with and informed about the Centers for Disease Control and Prevention (CDC) current guidelines regarding COVID-19 as well as applicable federal, state and local governmental directives regarding COVID-19. [Facility], to the best of its knowledge and belief, is in compliance with those current CDC guidelines and applicable governmental directives. If the current CDC guidelines or applicable government directives are modified, changed or updated, [Facility] will take steps to comply with the modified, changed or updated guidelines or directives. If at any time [Facility] becomes aware that it is not in compliance with CDC guidelines or an applicable governmental directive, it will notify [X] of that fact.

It is expected that each campus will request its partner at the time of renewal to include this clause in their agreement. However, it is recognized that the placement site may have its own policies that bar this addition. If the placement is of enough importance to the mission of the CSU (such as serves as a placement for a large number of CSU students or is a location that provides a unique opportunity for CSU students that cannot be replicated elsewhere), then a campus has the discretion to omit this requirement in its new agreement. However, since it is an expectation, the campus should document its efforts made toward the inclusion and preserve the correspondence where the partner entity refused to include it.

#### Attachment

- c: CSU Presidents
  - Luoluo Hong, Associate Vice Chancellor, Student Affairs & Enrollment Management
  - Marquita Grenot-Scheyer, Assistant Vice Chancellor, Educator Preparation and Public School Programs
  - Vice Presidents for Academic Affairs
  - Vice Presidents for Student Affairs
  - Chief Administrators and Business Officers
  - Judy Botelho, Director, Center for Community Engagement
  - OGC University Counsel
  - Campus Risk Management
  - Contracts and Procurement Directors