

Managing Classrooms, Labs and Studios During COVID-19

The University's top priority remains promoting the health and well-being of all students, staff, and faculty. A number of intervention methods have been put in place across campus; however, it is a shared responsibility to keep our campus community healthy. We are asking faculty to adopt the following initiatives for the health and safety of the Spider community. In the document below we use "classroom" as equivalent to "classrooms, labs and studios".

Health and Safety Expectations

Face Coverings: Face coverings are required at all times when indoors. When outside, face coverings must be worn whenever physical distancing is not possible. Faculty may ask a student to leave their classroom if they are not wearing a face covering, if the face covering does not fully cover the nose and the mouth, or if they take it off at any given point. Medical exceptions are allowed, but must follow the [disability accommodation](#) process.

Seat Assignments: To support contact tracing, faculty are asked to assign and monitor seats. Seat assignments can be adjusted as necessary throughout the semester to support pedagogy. If seat assignments change, please record the date and the new seat assignments. Faculty may upload the seat assignments into the [Box folder](#) provided by the Registrar or kept on hand, so long as the information is readily available if requested.

Attendance: Monitor and document attendance daily. The information may be uploaded into the Box folder provided by the Registrar or kept on hand, so long as the information is readily available if requested.

Exiting a Classroom: Faculty are encouraged to communicate to students a plan for entering and exiting the classroom that supports physical distancing. For example, students could be released by row. Students should be encouraged not to congregate at the front of the classroom to ask questions following the end of class. Encourage them to attend virtual office hours or submit questions electronically.

Entering a Classroom: Student should be reminded to physically distance while waiting for class to begin. Visual cues will be placed in the buildings to support this message. If the prior class has fully departed the classroom, students may enter the space and immediately sit in their assigned seat. If a student is late to class, the faculty member should use their discretion about allowing them into the class.

Classroom Layouts:

- All of the classrooms will be configured following a diagram of what the space should look like.
 - Diagrams are taped to the instructor's desk.
 - Dots will be placed on the floor indicating where chairs should be placed. Tables will be set around the chairs.
 - Nothing should be shifted or changed, and no additional furniture can be added or requested.
 - Occupancy limit signs will be posted in each room.
- No ad-hoc events are allowed in rooms utilized for a class. It will be exclusive to class only. A schedule of use will be available in each classroom. Faculty that are last to use a classroom, should lock the door(s) at the end of their class.

- The classrooms are configured to provide a 6-and-a-half-foot radius from the center point of the chair where the center of the student's head and center of body will be. The radius was made larger than 6 feet to accommodate differences in body size. Coupled with wearing a face covering, this configuration allows for adequate physical distancing and for students to engage with their peers.
- The classrooms also provide for at least 10 feet at the front of the room for faculty. Throughout the class faculty are able to move outside of that space but should limit the time period for close interactions with others. For example, faculty may walk down rows while proctoring an exam.
- When necessary for pedagogical purposes, students are allowed to move outside of their space, but should limit the period of close interaction with others.

Student Illness: If a student becomes ill in the classroom, faculty should excuse the student from class and urge them to return to their residence and call the Student Health Center. In the event of a medical emergency, call 8911.

Disinfecting High Touch Surfaces

As more information becomes available about COVID-19, we have learned that the risk of transmission by touching a surface with the virus is now believed to be relatively low. The University Custodial Services Team continues to follow cleaning and disinfecting guidance provided by the CDC, to include disinfecting classrooms each class day. The exact time will vary based on the daily class schedule, but will generally occur between 5 and 10:30 a.m. To further mitigate the possibility of spreading the virus, we are asking faculty, staff, and students to support disinfecting high touch surfaces.

- Where classes have been scheduled by the Registrar, disinfecting surface wipes are available by the entrance.
- A diagram is available above each disinfecting wipe stand in the classroom, which lists high touch surfaces that should be wiped down if used.
- Upon entering the room, students and faculty should obtain wipes from the stand.
- At the beginning of class students and faculty should use the wipes to wipe down identified high touch surfaces.
- The contact time for the chemical being used, Oxivir TB, is 1 minute and no personal protective equipment is required.
- To avoid start-of-class bottlenecks at the trash can, please emphasize to your students that wipes should be discarded in the trash can located in the stand when **exiting the room after class**.
- Custodial Services will be checking the stock of the wipes daily. Should a dispenser need a refill, please call extension 8600.

Zoom Protocols

Zoom sessions are susceptible to uninvited attendees eavesdropping or disrupting a conference. However, there are features in Zoom and cybersecurity best practices that may be employed to secure sessions. Below are some tips on safe and appropriate use of Zoom to connect remote students. Additional information is available on [SpiderTechNet](#).

- Set a [password for the meeting](#)
- Use the “[waiting room](#)” feature and don’t allow the meeting to begin until you join as the host.
- Disable features you don’t need, like [chat](#), [file sharing](#), or [annotation on screen share](#).
- Limit [screen sharing](#) to you until all participants have been verified.
- [Mute participants](#) upon entry

Compliance

Faculty are encouraged to address non-compliance with classroom protocols, including properly wearing face coverings, wiping surfaces, and maintaining seating arrangements as they occur by directing the student to follow the applicable protocol. Faculty may require a student to leave the classroom if they are not wearing a face covering. If compliance continues to be of concern faculty may reach out to the [College Dean’s Offices](#) or submit an [online reporting form](#).

If there are general concerns about the health and well-being of a student, faculty may convey a concern using this [online form](#).

