

## Spring 2021 Return to Classroom Needs and Guidelines

Whereas it will be important to expand access to campus buildings prior to the start of the spring semester and throughout the spring semester to accommodate (a) faculty who wish to videotape their lectures and labs for use in online courses and (b) faculty and students participating in selected hybrid laboratory-based courses.

Whereas Faculty wanting to videotape lectures and labs using campus lecture and lab rooms should arrange with their department and administration *in advance* of the semester and select days, times and rooms that do not conflict with F2F classes.

Whereas Faculty teaching selected laboratory classes will determine which labs and training must be done on campus and which can be done either online or at home using materials supplied by the college with information being supplied to department chairs and administration *in advance* of the semester.

Whereas Faculty and students will be required to complete online forms that contain data re: the day(s), times and room locations they will be on campus for the purpose of contact tracing. One form per semester/person per F2F course.

- (a) Students can use the form posted in their canvas shells
- (b) Forms for faculty should be made available in canvas shell

Whereas Access will be Mon – Fri 7:00 a.m. to 7:00 p.m. to accommodate class times and permit spacing of room use to reduce the numbers of individuals in the buildings and workspaces at any one time. Times would vary from campus to campus and be dependent upon class hours and available monies for security.

Be it Resolved the following guidelines will be followed to ensure the safety of students and faculty

1. **Faculty and students will be expected to abide by the following when on campus**
  - Allow temperature to be taken and recorded upon entry into building or lab
  - Wear appropriate masks at all times; masks to be provided if necessary
  - Faculty to wear face shields in addition to masks when teaching
  - Maintain social distancing at all times in labs, bathrooms, buildings, courtyards
  - Wash hands thoroughly before and after laboratory classes
  - Participate in sanitizing work space surfaces and equipment as directed both before and after laboratory – see below
  - Abide by the established limit for number of individuals in bathrooms
  - Stay home if experiencing the following symptoms: cold or flu-like symptoms, cough, fever, fatigue
  
2. **Laboratory rooms should have the following materials and practice in place**

- Student work stations 6 feet apart or greater; installation of Plexiglass between work stations, when feasible, both to the sides and in front as needed
- Lab materials set up at each work bench/station to reduce movement of students in lab room
- Hand sanitizing materials provided at each work station
- Gloves and assigned lab coats available for selected laboratory classes
- Protocols posted in lab rooms directing students and faculty in sanitizing work spaces and equipment, cabinet and drawer handles, classroom door handles, light switches and other high touch areas *following each laboratory class*
- Doors and windows to be kept open during class times
- Laboratory room floors to be mopped following last class of the day

3. **Faculty requesting access to lecture rooms for the purposes of videotaping lectures will be expected to follow the same guidelines**

- Wear a face mask while inside a room when others are present assisting with videotaping
- Videotaping a lecture at the board can be done without a mask providing social distancing is maintained
- Sanitize all touch surfaces and equipment prior to leaving (note: all classrooms to be used for videotaping should have sanitizing materials available)
- Provide your own white board pens and erasers and take home when finished