

## Classroom Protocols for In-Person Instruction in Fall 2020

This document is intended to provide additional directions for faculty regarding classroom interactions for the Fall 2020 semester. The following procedures are based upon current public health guidance and are subject to change. They represent the University's best attempt to allow for meaningful in-person classroom experiences while keeping the health and safety of all UD community members paramount. To be clear: these are *not* recommendations; they are rules. All members of the UD community are responsible for their own conduct and for reminding others to adhere to these and other necessary precautions against the spread of COVID-19.

In particular cases, questions will arise when these general protocols are applied to specific course activities. We recognize that they may not fit all circumstances. Units seeking further clarification may write to [ud-provost@udel.edu](mailto:ud-provost@udel.edu).

### Basic Course Information

1. Classes begin on September 1<sup>st</sup>.
2. The last day of in-person class meetings is Friday, November 20<sup>th</sup>. After this date, all classes will be online.
3. The last day of classes is Thursday, December 10<sup>th</sup>.
4. Reading day is Friday, December 11<sup>th</sup>.
5. Final Exams (online) are Saturday, December 12<sup>th</sup> through Friday, December 18<sup>th</sup>.

### General Expectations

1. All students and instructors will wear a cloth face mask covering their nose and mouth at all times.
2. Individuals should remain at least 6 feet apart at all times.
3. Students and instructors should wash their hands frequently and use sanitizing wipes to clean their desk area, podium or other equipment before they use it. There will be sanitizing wipes at the doors for all rooms.
4. All in-person classes need to be assigned to a classroom space. Classroom spaces have been reconfigured to allow for physical distancing.

### Classroom Protocols

#### 1. Preparation to teach fully online

- a. All instructors should prepare their courses so that if we need to move to fully online delivery, their courses are set up to do so. We strongly encourage instructors to think of their hybrid courses as *online courses with some in-person experiences*. Your Canvas site is pivotal to both your students' learning experience and your ability to keep everyone informed of what is happening if we must go fully online. At minimum, your Canvas site should be set up so that students can easily access course information, submit assignments, retrieve graded assignments, and reach out to their classmates. Your online sessions

should take advantage of Canvas and Zoom features that allow students to interact meaningfully with each other and with you.

## **2. Accommodations for students who are unable to attend an in-person class**

- a. In cases where a student cannot attend the in-person part of a course, the instructor should work with the student to provide reasonable accommodations. UD IT has indicated that all rooms that will be used as instructional spaces will be equipped so that either UD Capture can be used or Zoom can be used with the instructor's laptop (e.g., live Zoom session, recorded session to be uploaded to Canvas). One option is for the faculty member to make such recordings available to absent students.
- b. If students have a documented disability or underlying health condition, they should go through Disability Support Services as usual to request an accommodation to participate fully online.
- c. Regarding UD Capture, the microphone for UD Capture is located on or near the podium (sometimes suspended from the ceiling). We advise faculty to stay close to the podium for optimal recording of their voice during class. (Note, most classrooms are set up so that the instructor will be 6 feet away from the closest student when the instructor is standing at the podium.) If instructors need to move away from the podium, they should contact IT UMS Classroom Technology to inquire about microphone options in their classroom. Academic Technology Services has a list of tips to help make the best possible [UD Capture recording](#) as well as answers to [questions about UD Capture](#).

## **3. Can individuals ever be closer than 6 feet apart?**

Some classroom activities may require temporary interactions in which individuals are closer than 6 feet apart. For example, it may be necessary for an instructor to show a student how to use a piece of equipment and doing so in a safe manner may require temporary close contact. In general, any individual in a classroom should have no more than a total of 10 minutes of close contact with another individual during a class period and such contact should only occur with one other individual during that period. In imagining such temporary interactions, the following guidelines should be observed:

- a. Sustained contact for up to 10 minutes
  - i. For a total of 10 minutes per class session, Student A may be in close proximity to either the instructor or to another student.
  - ii. Student A or that instructor may *not* then pair up with another person during that class session.
  - iii. Multiple pairs of students may work together for no more than 10 minutes during one class session.
  - iv. You may *not* have more than 2 people working in close proximity.

- b. Incidental contact
  - i. Students may transfer something (e.g., a document, a sewing pattern, equipment) from one person to the another. They should be careful not to touch their face after touching the shared item. They should wash their hands with soap for 20 seconds or use hand sanitizer after they are finished working with the shared item.
  - ii. Instructor may return papers or projects to students. Students should be careful not to touch their face after touching the paper or project until they are able to wash their hands or use hand sanitizer. Faculty should minimize paper handouts in their courses.

**4. Are there times when the students/instructor do not have to wear a cloth mask?**

- a. In certain STEM labs, a cloth mask cannot be worn because the material will absorb chemicals or may be a safety hazard in other ways. In such cases, a different type of PPE is to be worn. If a procedure mask, then standard physical distancing is implemented. Only in circumstances in which wearing a cloth face mask itself presents a safety issue is a face shield is approved as a substitute. In such cases, physical distancing needs to be increased to a minimum of 13 feet per the Delaware Department of Health.
- b. In music classes, students should be 20 feet apart and can sing wearing a face shield without a mask. Students may play their instrument without a mask as long as students are 20 feet apart. Choral and instrumental groups should be small in number (< 10) and use large open spaces when possible.

**5. What about dance classes?**

- a. Students must stay 6 feet apart and wear a mask.
- b. Students may be barefoot but should wipe their feet, as well as any bare skin that comes in contact with the floor, with a sanitizing cloth afterward and then wash their hands with soap for 20 seconds or use hand sanitizer.

**6. Can N-95 masks be worn to permit close contact in a class?**

- a. No, because all of the students and their masks would need to be fit tested. (This does not apply to courses in which the instructor and students would normally wear such masks.)

**7. Can a guest lecturer be allowed in the class and can a guest be allowed in class without a mask?**

- a. In general, planning for guest lecturers or other visitors to classes should be for virtual sessions not in-person sessions.
- b. If necessary, guests may be allowed in the class but the classroom must accommodate the guest with appropriate physical distancing. Before a guest can come to campus, they need to answer the 3 questions on our [COVID-19 Home Health Screening Protocol](#). If the guest answers no to all three questions,

then the guest may come to campus to attend the class. Guest speakers must wear a mask.

## **8. Shared equipment**

- a. Before students use a piece of shared equipment, students should wash their hands with soap and water for 20 seconds or use hand sanitizer. Students should wipe off the equipment with a sanitizing wipe before using the equipment.
- b. After using shared equipment, students should wash their hands with soap and water for 20 seconds or use a hand sanitizer.
- c. Musical instruments should not be shared.

## **9. Attendance and Dismissal**

- a. Instructors should assign seats for the semester. Having an assigned seating plan is essential for effective contact tracing if a student is diagnosed with COVID-19. A simple way to “assign” seats is to allow students to pick their own seat on the first day and to have students sit in that same seat for the remainder of the semester. Instructors will need a record of the assigned seats to facilitate contact tracing in the event that someone in the class becomes ill.
- b. Instructors should release their classes in an orderly fashion (row by row). Additional time has been scheduled between classes (25 minutes) to help students move from class to class while practicing physical distancing.
- c. Faculty should not remain in classrooms to talk with students after class, but should move to a new location and maintain proper physical distancing.
- d. There are no emergency rules changing our standing policies on issues like absences and how a faculty member figures attendance and participation into the course grade. However, we encourage all faculty members to exercise reasonable leniency regarding short-term absences this fall and to consider how online mediated instruction might impact conventional expectations of class participation. Students who are exhibiting any symptoms of illness should participate in class virtually (e.g., via Zoom) rather than coming in person. The goal is to keep students who may be contagious at home.

We trust that with common sense and compassion, UD faculty members will maintain our high standards while also accommodating for the ongoing disruptions of the pandemic.

- e. For online class sessions, instructors may require students to participate with their camera on (i.e., not have simply show their picture or name). Students may

use virtual backgrounds for privacy. Instructors need to understand if students do not have a camera on their laptop.

#### **10. Daily health questionnaire**

- a. If students are at a non-UD site and that site has a daily health questionnaire, the student should complete the non-UD site's daily health questionnaire if the student is going only to that site that day. However, if the student will spend part of the day at the non-UD site and part of the day at UD, then the student will need to complete both health questionnaires.

#### **11. Example of syllabus language regarding health and safety issues**

##### *The Safety of Our Learning Environment*

Student learning can only occur when students and their instructors feel safe, respected, and supported by each other. On the first in-person class session of the semester you will select your seat/desk. This will become your assigned seat for the entire semester. To ensure that our learning environment is as safe as possible, and in keeping with CDC guidelines to slow the transmission of COVID-19, our in-person class sessions will adhere to the practice of physical distancing. This means that you:

- Should avoid congregating in groups outside of the classroom before and after class
- Return to your assigned a seat for the entirety of the semester
- Upon entering the classroom, wipe down your seat and desk area
- May not move your chairs/desks from their designated positions at any time
- Must remain at least 6 feet apart from your classmates, Teaching Assistants, and instructors at all times
- Must wear a cloth mask that covers your nose and mouth

As necessary, the University may announce modifications to these practices. In that event, these guidelines will be updated to reflect those modifications.

If you do not feel that you can maintain these practices over the course of the semester, you are encouraged to consider online-only courses.