

Classroom use Protocols for Face-to-Face Classes

For general purpose classrooms, Facilities Management (FM) has determined capacities that will enable safe social distancing of at least six feet. In rooms with movable furniture, extra desks, chairs, tables, etc. will be removed and the floor will be marked to show where the remaining furniture is to be placed. Faculty, staff and students will not rearrange the furniture. For rooms with fixed furniture, the “in use” seats will be clearly marked.

Students and instructors will be responsible for wiping down their individual workspaces before and after each class. FM staff will maintain supplies of cleaning solution and paper towels in each general purpose classroom, and will carry out a deep cleaning of general purpose classrooms nightly.

For department and college specific teaching spaces such as labs, and studios, as well as research spaces, deans and department chairs will work together to establish protocols consistent with those noted above, and compatible with the unique uses of those spaces.

In all classrooms and other teaching spaces, students, faculty and teaching staff are required to wear face coverings. Students are responsible for providing their own face coverings. The university will provide face coverings, including face shields, for faculty and staff. For teaching staff, these materials will be available in the deans offices. Note: We have been informed by the Kenosha County Public Health Director that wearing a face shield alone does not comply with the Governor’s executive order regarding face coverings. If you wish to wear a face shield, you must also wear a mask.

Faculty and teaching staff are expected to set an example for students regarding the face covering policy. If a student arrives at a class without a face covering, he/she will be referred to the Concierge Desk. If a student refuses to wear a face covering, he/she should be reminded of UWP’s Responsibility Pledge and told to leave the classroom. A template email message will be provided so that the instructor can follow-up with the student after class with a copy being sent to the Dean of Students Office (1st Offense - Written Warning). If the student returns to the classroom without a face covering, he/she should again be instructed to leave the classroom and the instructor should notify the Dean of Students Office for follow-up (2nd Offense – Conduct Process). A 3rd offense will result in the student being removed from the course. If when asked to leave the classroom the student refuses, the University Police should be called to escort the student from the room.

To enable contact tracing should that become necessary, faculty and instructional staff will be required to take attendance and maintain a seating chart for every class session. If a student in class is confirmed to have tested positive for COVID-19, a representative from the county health department or a University staff member trained for contact tracing will contact the instructor with questions regarding who was in class on a specific date, where students were sitting, and what type of classroom activity occurred that day (i.e. faculty lecture with little student interaction, small group work with a lot of talking among students, singing, etc.). Answers to these questions will determine who, if anyone, needs to be quarantined for up to 14 days. It will

be vital for instructors to respond in a timely manner to contact tracing inquiries. Individual instructors will retain dated copies of the attendance sheets.

If the county health department determines that specific students, the instructor, or an entire class needs to be quarantined, the quarantine period will extend for up to 14 days to ensure that those who were in close contact to someone with the virus do not develop symptoms.

Faculty and instructional staff teaching face-to-face classes are encouraged to create recordings of the class sessions and make them available to students who are unable to attend. Using the lecture capture software built into Canvas it is possible to do this without making the recordings available to anyone not enrolled in the class. We have developed a policy prohibiting the distribution of such recordings to people not enrolled in the class. Audio and video hardware is being installed in 25-30 classrooms. In classrooms not equipped with this technology, it is still possible to record the class using a laptop computer equipped with a microphone and camera. Note: instructors teaching in a synchronous online format are also encouraged to adopt this practice.

Special Notes for Instructors Teaching Fully Online Classes

Online means online. Students enrolled in online classes will not be required to be present on campus for any reason, including quizzes, exams and face-to-face meetings with instructors.

Special Notes for Instructors Teaching Hybrid Classes

For classes offered in a hybrid format; i.e. partially face-to-face and partially online, some basic notes have been included in the course schedule, but faculty and instructional staff are responsible for providing detailed information to students before the first day of class and preferably well before that. Two weeks before the first day of class, August 19, would be ideal. For example, if an instructor plans to divide his/her Monday/Wednesday class into a Monday group and a Wednesday group, that scheduling will not be coordinated by the Registrar's Office. Individual faculty and instructors will be responsible for that type of communication.

A Note Regarding Attendance, Due Dates, Etc. for Instructors of all Course Formats

Given the fact that students may not be able to attend face-to-face, hybrid, or synchronous online classes, or engage in asynchronous online classes for extended periods due to covid-19, all faculty and instructional staff are expected to make accommodations regarding assignment and project due dates, quiz and exam dates, etc.