



Office of the Provost

P.O. Box 2000 | 900 Wood Road
Kenosha, WI 53141-2000

Phone: 262-595-2261
Fax: 262-595-2630

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Dear Faculty and Teaching Staff,

If you are scheduled to teach in-person classes in the fall, we are requesting that you use a seating chart and keep daily attendance reports, as well as brief notes about class activities. I apologize for the inconvenience. This is something we don't normally do, but we also don't normally hold classes during a pandemic! This information will be necessary for contact tracing, should that become necessary. If a student in your class tests positive for Covid-19, you will be called by a contact tracer and asked which days the student was in class, who was sitting near him or her, and what was going on in class that day (lecture, discussion, Q&A, student presentations, etc., this information doesn't have to be super detailed).

You can use whatever method works best for you. Asking students to sit in the same place every class period would help, and they tend to do that anyway. For those of you teaching in general purpose classrooms, the Facilities Management staff has prepared detailed floor plans of all of the covid configured rooms, showing where all of the seats are. They are available on the J drive using the path below. (Note: for those of you unfamiliar with the network drives, this isn't a link to a website, it's a directory path. If you need assistance accessing the drive contact Campus Technology Services or the Tech Bar.) Once you have the seating chart established you could simply check each occupied seat on a printed copy of the floor plan. It was also suggested that you might just take a picture of the class at the start of each period.

For those of you teaching in labs, studios and other department or college-specific spaces, floor plans are not included in the files on the J drive because FM did not plan their covid configurations. Hopefully, you can still assign students a primary work space, understanding that they need to move around to use equipment, etc.

J:\Shared\Classroom Setups\Social Distance Setups

CTS Link <https://www.uwp.edu/explore/offices/campustechnologyservices/>

Tech Bar Link <https://www.uwp.edu/explore/offices/campustechnologyservices/techbar.cfm>

Again, I realize this is extra work and will take a bit of class time, but we don't want to be lacking this information when we need it. Your cooperation is appreciated.

Thanks,

Gary

Gary M. Wood, Ph.D. 900 Wood Rd., Box 2000
Vice Provost for Academic Affairs Kenosha, WI 53141
University of Wisconsin-Parkside 262-595-2364
gary.wood@uwp.edu WYLL 343
