

FIRST DAY OF CLASSES FAQS FOR INSTRUCTORS

I. What does my classroom look like?

Facilities Management and the Pandemic Preparedness Team have gotten classrooms ready.

- a. Desks or chairs in classrooms will be spaced six feet apart
- b. Six-foot distances are marked by tape on classroom floors where students should sit
- c. Large classrooms will have designated separate entrances and exits
- d. Signs conveying expectations for public health measures and disinfecting in the classroom will be in teaching spaces
- e. Disinfecting supplies for classroom desks, podiums, etc., will be placed in or near the classroom. Hand sanitizer and wipes will also be available across campuses.

II. Do I have to wear a mask while teaching? Can I wear a clear plastic face shield?

- a. Your department has ordered a supply of personal protective equipment. Please follow up with your department office for information about where to pick up these supplies.
- b. Instructors must wear a mask or face covering while teaching.
- c. National public health guidance regarding face shields has changed, and the university is no longer recommending that instructors wear a face shield instead of a mask unless special circumstances are in play – more information about when you can wear a face shield instead of a mask is at <https://covidrecovery.colostate.edu/living-and-learning/covid-19-information-for-faculty-and-staff/>.

III. Who is responsible for disinfecting areas in a classroom?

- a. When you enter the classroom, you should disinfect the personal space you use while teaching, such as your table or podium.
- b. Students should be directed to disinfect their chairs and desktops or tables. Disinfectant is provided in a central location. Facilities Management is also regularly cleaning classrooms.

IV. Will hand sanitizer be available in the classrooms?

- a. Hand sanitizer will be available in central locations in academic buildings, including within some classrooms.
- b. If hand sanitizer is not in the classroom, it can be located at a station nearby. Facilities will be monitoring the supply stations and replenishing supplies.

V. Can students eat and drink in the classroom?

- a. Neither students nor instructors should eat in the classroom.

- b. If a student or instructor needs to drink during class, they can briefly pull down their mask to sip.

VI. How will seating charts work?

- a. Students should be asked to sit in assigned seats. This will greatly help contact tracers if the instructor or a student in the class reports that they have symptoms or becomes ill.
- b. Seating charts for your classrooms are available at this page: <https://covidrecovery.colostate.edu/seating-charts/>.
- c. Facilities has marked the floors with an X where students should sit. Some chairs may be noted with signs that students should now sit there.
- d. Students may briefly pass each other on their way to their assigned seat without becoming a close contact.

VII. What do I need to know about contact and contact tracing in my classroom?

- a. Students may briefly pass by each other on their way in and out of the room or as they go to their assigned seats without becoming a close contact.
- b. Even if a student or instructor becomes ill, not everyone in a classroom will automatically be identified as a close contact, per the CDC definition. Close contacts are defined as being less than six feet away from someone who is ill for at least 15 minutes.
- c. Because classroom furniture has been arranged with physical distancing in place, this reduces the chances of creating close contacts in the classroom.
- d. These links are helpful: <https://covidrecovery.colostate.edu/addressing-exposure-and-illness/> and <https://covidrecovery.colostate.edu/wp-content/uploads/sites/28/2020/08/close-contact-aug-18-final.pdf>.

VIII. Can I provide paper copies of documents to my students?

- a. Passing out documents is strongly discouraged.
- b. The best practice is to share documents electronically.

IX. What expectations has the university communicated to students about the classroom?

Signs have been placed in all classrooms to alert students of the university's expectations of them. Those are to:

- a. Complete the daily symptom tracker before arriving to class: <https://covidrecovery.colostate.edu/daily-symptom-checker/>
- b. Practice physical distancing, maintaining six feet from others
- c. Stay home if they experience COVID-19 symptoms or believe they have been exposed
- d. Wear a mask
- e. Follow directional signs when entering and exiting buildings. Some classrooms have more than one door and may be noted as entries and exits

- f. Tell the students the seat they select will be their seat for the remainder of the semester (See VII – *How will seating charts work?* below)
- g. Disinfect their area (their desktop, workstation, seats)
- h. Follow other public health orders

X. What do I do if a student isn't wearing a mask?

- a. Wearing a **mask is required at all times on university grounds**. Masks are mandated by public health orders from the state and county, which apply to university grounds. Accordingly, the university's expectations are that all students, faculty, staff and visitors wear a mask.
- b. For guidance around how to engage with a student who isn't wearing a mask in the classroom, see this script:
<https://oeo.colostate.edu/media/sites/160/2020/08/Script-for-Academic-Faculty-around-face-coverings-and-students-in-class.pdf>.
- c. Students may apply for a mask exemption under very limited circumstances based on a disability, as outlined by a legal standard on a case-by-case scenario. Students who have been granted an exemption may be required through this process to wear an alternative, such as a face shield. Students who qualify for the exemption will be provided with a sticker to wear. The sticker will be provided by the Student Disability Center as a visual clue that the student has permission to use an alternative. An image of this sticker for your reference will be made available later this week.