

## FACULTY CLASSROOM PROTOCOLS:

All members of the community will be educated on and responsible for following guidelines and encouraging others to do the same.

These guidelines may be revised as information provided by the CDC is updated.

1. Masks must be worn according to [CDC guidelines](#) at all times inside buildings.
2. Faculty, staff, and students must conduct a personal daily screening before leaving their residence or immediately on arrival to campus.
3. If the daily screening indicates any signs of Covid-19, immediately:
  - a. Put on a mask
  - b. Call your healthcare provider
  - c. Contact your division chair
4. Faculty members will enforce guidelines in the classroom.
  - a. Adherence to guidelines in classrooms falls under the Class Conduct policy in the College Catalog, p. 42.
  - a. Adherence to guidelines outside of classrooms falls under College Student Handbook policies.
5. Social distancing will be maintained during classes and in buildings whenever possible.
6. All classroom furniture will be arranged for social distancing, including 6' for students and a 14' x 6' teaching space at the front of the room for the instructor. Any extraneous furniture will be removed and all desks will face the front of the room. If furniture is moved during class it will be returned to marked classroom setup before class ends.
7. Increase circulation of outdoor air as practicable by opening windows and doors. Do not open windows and doors if they pose a safety risk. If you use a fan in an occupied room, position the fan to blow air away from people.
8. Faculty and students will be provided materials to disinfect their personal space in the classroom. Contact Housekeeping when supplies run low.
9. Housekeeping staff will clean and disinfect frequently touched surfaces daily.
10. Follow signage for traffic flow, 6-foot waiting distance, entry and egress, and other signage in all buildings. Traffic flow will take into account disabilities and provide accommodations for all. Traffic will flow in clockwise direction if practicable in campus buildings.
11. Gatherings in hallways, lobbies, offices, and other common areas of classroom buildings are not permitted.
12. If a class meets outside: (a) each member of the class will wear a mask and remain at a distance of at least 6 feet; (b) all class members will maintain a distance of at least 10 feet from any walkway and any other classes meeting outdoors; and (c) classes are encouraged to meet in a designated outdoor classroom that is not in use. Designated outdoor classrooms are as follows: A maximum one (1) class may meet in front of Jones Library or at the Porter Center outdoor amphitheater; a maximum of two (2) classes may meet in the Academic Quad, the Student Plaza (in front of dining hall), in the res

quad (space between Jones, Beam Hall), and between Dunham and Jones Library; and a maximum of four (4) classes may meet on Taylor lawn (lawn beside green Hall).

13. In computer labs, maintain social distancing, wear a mask at all times, practice hand hygiene, and clean surfaces as instructed by signage.
14. Interior doors should be propped open to reduce touching surfaces. Restroom doors may remain closed. Classroom doors may be closed during class.
15. Drinking fountain function will be disabled on all water fountains. Bottle refill function will be maintained on all water fountains.
16. Hand sanitizer with at least 60% alcohol and signage encouraging hand hygiene will be placed inside and outside of all building entrances, at stairwells, at copy rooms/machines, in classrooms, and adjacent to drinking fountains and any other commonly touched surfaces, such as interior doors that remain closed. Housekeeping staff will systematically and frequently clean knobs and taps, and check and refill all hand sanitizers, and assure soap and hand drying materials are available at all sinks.
17. In restrooms, wash and dry hands and then use paper towels to open the door and discard in the wastebasket located near the restroom exit as you leave.
18. Tissues will be placed in all classrooms, restrooms, and offices for proper cough and sneeze hygiene.
19. Whenever practicable, use virtual field trips, tours, conversations, and guest speakers.
20. Avoid inviting nonessential visitors or volunteers to campus, and avoid activities involving external groups or organizations – especially with individuals who are not from the local geographic area (e.g., community, town, city, or county).
21. [Consult Field trip guidance for field trips.](#)
22. If classes include activities that may require exceptions to these policies, such as singing or using equipment that requires a distance of less than 6 feet between instructor and student, the division chair will request written permission for variance in advance.
23. Faculty will hold office hours using video or teleconference calls whenever possible. If in-person office hours are held, participants will wear masks, maintain social distancing, and use hand hygiene immediately before and after the meeting.
24. Faculty may remove their masks while alone in their office.
25. Replace in-person meetings with video or teleconference calls whenever possible.
26. Encourage online submission and distribution of materials whenever possible. If faculty must use hard copies, they will be printed the day before distribution and placed in an envelope overnight. Use hand hygiene before distributing copies to students. On collection of paper student work, place in an envelope overnight and use hand hygiene after collection.
27. Pens and other objects should not be shared. Faculty should bring their own white board pens to classes, and all students and faculty should either write electronically or use their own pens.
28. The Office of Student Life will inform faculty of documented COVID-19 related absences, and these documented absences for COVID-19 quarantine, isolation, or illness will not be penalized. During periods of quarantine, students will continue to attend or watch recordings of classes if possible, unless they are unable to do so as a result of symptoms of COVID-19. If a student is in isolation, but is able to attend class virtually or watch

recordings of class, she will do so. Students will contact the professor upon return to class following documented COVID-19 absences, and work with the faculty member to develop a plan to complete any work missed during the illness.

29. On entry to class, faculty will check each student's personal device for a green Campus Pass screen verifying the student completed a daily symptom check. Faculty will ask any student without a green MyBC Radar screen to leave class and complete the daily symptom check.
30. Faculty will provide students who are absent due to isolation, quarantine, or illness with course materials.
31. In case of short-term dismissals or longer suspensions of classes, faculty will provide students with electronic delivery of courses at normal times (and post recorded copies of class meetings on Canvas) and will hold virtual office hours as scheduled.