

## STUDENT 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 upon arrival to campus.
3. If the daily screening indicates any signs of COVID-19, immediately:
  - a. Put on a mask and
  - b. Call 828.883.5550 ext. 3315
4. On entry to class, each student will show the instructor their Campus Pass on their personal device to verify completion of the daily symptom check. Students without a green Campus Pass screen will not be allowed in class.
5. Students are required to follow these guidelines, including as instructed by faculty members per the Class Conduct policy in the College Catalog, p. 42.
6. Social distancing will be maintained during classes and in buildings whenever possible.
7. Faculty and students will be provided materials to disinfect their personal space in the classroom.
8. Adhere to marked entry and exits in buildings.
9. Wait six apart in lines at high-traffic areas and areas where people may congregate.
10. Gatherings in hallways, lobbies, offices, and other common areas of classroom buildings are not permitted.
11. In computer labs, maintain social distancing, wear a mask at all times, and practice hand hygiene, and clean surfaces as instructed by signage.
12. Practice hand hygiene using sanitizer placed inside and outside of all building entrances, stairwells, copy rooms/machines, classrooms, computer labs and adjacent to drinking fountains.
13. In restrooms, wash and dry hands and then use a paper towel to open the door and discard in the wastebasket located near the restroom exit.
14. Use tissues for cough and sneeze hygiene.
15. 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.
16. Replace in-person meetings with video or teleconference calls whenever possible.
17. Submit course materials and all forms virtually whenever possible.
18. Pens and other objects should not be shared.
19. Attendance policies for fall semester will not penalize absences related to documented COVID-19 quarantine, isolation, or illness.
20. 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.

21. In case of short-term dismissals or longer suspensions of classes, courses will be taught electronically at normal times. Students will attend classes unless they are excused, and if they are excused contact their professor to create a plan to complete missed work.