

F2F safety tips for instructors during the pandemic:

1. Please end class on time so the next class of students is not congregating outside.
2. Please open the door and prop it open at the end and beginning of class so there is minimal touching of the door handle.
3. If your classroom has two doors designate one as the entrance and the other as the exit for one-way flow.
4. Encourage students to use the hand sanitizer station before starting class.
5. Encourage students to use the paper towels and disinfectants on their area.
6. Face coverings (mask scarf, bandanna) **MUST** be worn at all times by everyone. If a student does not have a covering give them a mask and inform them that if they show up again without one they cannot attend class. You can pick up masks at the administration office in room XXX.
7. Ask students to self-symptom-test if they have fever, dry cough etc. If symptoms are obvious ask them to leave. If they refuse, notify campus police. Inform students they will not be academically punished for missing class under these circumstances. (It may be possible to require a negative test in order to return?)
8. Use a seating chart to make it easier to distance students. Also, if a student does test positive during the semester, contact tracing may require anyone who has been in contact with the student for **more than ten-minutes with-in a six foot distance** to go into self-quarantine for 14 days. If you know who was sitting that close to the student (if any), only those students need to self-quarantine. If you are diligent to keep a six-foot distance for yourself you are not considered a close contact. If it cannot be determined who the student may have been in contact with then the whole class (and instructor) **may** be required to go into quarantine! Again, inform students they will not be academically punished for missing class under these circumstances. **Please note:** Faculty can dismiss students if they have symptoms, contact campus police if the students don't leave, or cancel class if need be to avoid what is perceived as an unsafe classroom setting.
9. Avoid having F2F office hours to limit close contact as mentioned above.