Best Practices, Procedures, and Suggested Syllabus Language for

Faculty in the Age of COVID-19

Rev. 1/14/2021

1. Community Responsibility Acknowledgment

Faculty - must complete the Community Responsibility Form prior to the start of the Spring 2021 term - tile in One.IU.edu.

Students - must complete a [Student Commitment Form](#) prior to the start of the Spring 2021 term - it is similar to the Community Responsibility Form. It can be found at One.IU.edu. Lists of students who have not completed the form will be provided to you at the start of the semester. You are encouraged to remind students that they must complete the form in order to participate in the Spring 2021 term. IU will have a messaging campaign to encourage students to complete the form, and IU Northwest will begin texting students who have not completed the form (with follow-up phone calls) at the end of July. If students do not complete the form they will eventually be blocked from CAS authentication and consequently will not be able to access email or Canvas.

Suggested Syllabus Language: All students must complete a Student Commitment Form in order to begin the Spring 2021 term. The form asks you to practice basic health precautions and to self-monitor your health for COVID-19 symptoms by taking your temperature daily, wearing masks on campus, and staying home if sick or exposed to COVID-19. The form can be found at One.IU.edu. Please complete the form if you have not done so already, as failure to complete the form will result in your being blocked from accessing your IU email and Canvas sites for your classes.

2. In-Person Classes

<u>Prior to and Entering the Classroom</u>

Clearly state in your syllabus how you will communicate with your students (in Canvas, Teams, Email, etc.). This is particularly important in case you or the campus move to all virtual learning environments. Encourage students to check IU email for updates should issues arise.

Let students know your plan for virtual instruction should it occur. Will you have synchronous meetings over Zoom, post instructional materials, have online modules?

Provide a link in the syllabus to <u>IU Covid-19</u> web resource for general information on COVID-19 and IU's response.

Facilities will place signs on classrooms with two doors, indicating traffic flow - enter on the right, exit on the right. Classrooms should be fully dismissed (vacated) before the next set of students and professor enter.

Exemption from attending in person We believe that students learn best when they feel safe and comfortable. To this end, faculty are encouraged to be flexible whenever possible as long as the integrity of the course and student learning are not compromised.

Students may request a change to course schedules or to the method of course instruction due to a COVID-19 related issue. This may include requests for:

- Switching from a face-to-face or hybrid course (same course) to online, asynchronous, or

- Requesting permission to attend hybrid courses as distance synchronous video, or

- Changing schedule to a different course to meet online - synchronous or asynchronous.

All COVID-19 related accommodations are provisional, meaning that they are granted at the discretion of the instructor, and will be reviewed and implemented on a case by case basis. Medical documentation may be requested.

The Accessibility Services Coordinator (ASC) will document all COVID-19 related requests for accommodations and the outcomes of those requests.

1. If a student requests to attend the course virtually, and this is possible, students will still need to fill in the COVID-19 Related Accommodation form at https://iu.co1.qualtrics.com/jfe/form/SV_4IWnu6olJw9FerH for documentation purposes. Freda Cox-Harris will reach out through e-mail to the instructor to verify the arrangements. If the information is correct, no further action is needed.
2. If arrangements can't be made, direct the student to their academic advisor to explore options.
3. If the process reaches the ASC, Freda Cox-Harris, will reach out to the instructor and advisor to engage in the interactive process.

Illness- If a student attending class is noticeably ill, the instructor should use their best judgment in communicating with the student that they should leave class, seek treatment, and continue their learning remotely until they are well. We encourage faculty to follow-up with such students about missed content/work. More information can be found at the IU Restart Committee webpage.

Masks- In order to promote the health and safety of our campus community all students, faculty and staff are required to wear a mask at all times while on campus, including while in class. The only exceptions are while alone in a private office with the door closed or while eating and drinking in an indoor seating area for dining. While masks will be provided, individuals may also choose to wear their own (see guidance for examples of acceptable face coverings). Masks with exhalation valves are not considered safe and should not be worn on campus. If a student forgets their mask, there will be disposable masks available in the classroom for their use.

We suggest the following protocol related to mask non-compliance:

1)   If a student forgets their mask, ask the student to immediately put one on one or to leave the class. Even if the student complies, it is important that you document the incident if it happens again by sending an email message to the Dean of Students with the student's name and the date of the incident.

2)   If a student refuses to wear a mask, ask the student to speak with you outside the classroom before starting the class. Inform them that it is University policy that masks are required and remind them that they signed a commitment agreeing to wear one while on campus. Explain that if they choose not to wear a mask they cannot attend class in person and will be in violation of the Indiana University Code of Students' Rights, Responsibilities, and Conduct (the Code) and the SCF, and are subject to disciplinary action. Document the incident by submitting a report of *Failure to Comply* here.

3) If they still refuse to wear a mask, inform them they need to leave and that they will be referred for a violation of the Code of Conduct. If they refuse to leave, you should notify IU Police at (219) 980-6501 that you have a disruptive student in the class who is refusing to leave and, again, let the student know they will be referred to Conduct. Document the incident by submitting a report of *Failure to Comply* here.

Cleaning - When faculty enter the classroom, they should use provided cleaning products to wipe down all areas that they anticipate touching.

When a student enters the classroom, they must use provided cleaning products to wipe down their assigned seat (including tablet arms), and/or table.

If cleaning supplies are running low please call 980-6710 (staffed 7AM - 8PM) to request re-stocking of supplies before they are completely out.

Seating: All students must be assigned a seat for the semester. Seat assignments should be determined and distributed to students before classes begin. Canvas has a seating chart feature in the Attendance tab.

Staggered attendance: If your assigned classroom will not accommodate the entire class roster on any given class period (due to physical distancing requirements), you will need to create a staggered attendance plan that will need to be communicated to students at least one week prior to the start of classes. You could consider creating student groups to ensure that only half the class meets at a time.

If a student attends in-person classes on a day in which they were not scheduled to attend, please use your best judgment on how to accommodate the situation. Possible solutions include: If there is room in the classroom the student could be allowed to stay for the class session (though informed that they were attending on the incorrect day and would need to attend on the correct days in the future); If there is no room in the classroom ask the student to go to a designated space on campus and Zoom into the class period.

Reporting Positive COVID-19 tests or contact with someone with a positive test - This must be reported using the **COVID-19 Self Reporting Form**. All users will provide a contact phone number. The user then selects whether they are reporting as positive or a close contact. If reporting positive, they will be asked to provide the test date. If they are reporting as a close contact, they will be presented with a series of questions to confirm that they meet the public health criteria of a close contact for contact tracing purposes.

Suggested Syllabus Language

Exemption from attending in person - To request a COVID-19 related accommodation, consult with your instructor to see if an accommodation is possible. If the accommodation is granted, please fill out the COVID-19 Accommodation Form at https://iu.co1.qualtrics.com/jfe/form/SV_4IWnu6olJw9FerH. No further action is needed. If an accommodation is not possible, please contact your academic advisor to see if there is another course or modality available that will fulfill your request to attend the course online. If no other course is available, please fill out the Covid-19 Accommodation Form https://iu.co1.qualtrics.com/jfe/form/SV_4IWnu6olJw9FerH. Your advisor will assist you in reaching out to Freda Cox-Harris, Disabilities Services Coordinator, for more help.

Masks -In order to promote the health and safety of our campus community all students, faculty and staff are required to wear a mask at all times while on campus, including while in class. The mask must remain on, *covering the nose and mouth*, for the duration of the class period. While two IU branded face masks will be provided, individuals may also choose to wear their own (see guidance for examples of acceptable face coverings). Should you lose or forget your mask, tell your instructor when you arrive in class, who will be able to provide a mask for you. Students who refuse to wear a mask in class, will be charged with a violation of the IU Code of Student Rights, Responsibilities, and Conduct (the Code), and if found responsible, will be sanctioned appropriately.

Illness - If you are feeling ill or experiencing respiratory symptoms (i.e. sneeze or cough) or fever (100.4 degrees or higher) you should not come to class and should notify your instructor and report to IU Health Virtual Visit. Follow instructions to download an app to find care and, if necessary, be tested. If you prefer to be in contact with your personal doctor, you may do so. You should contact your instructor if you have to miss class due to illness about missed content/work. If you are in class and begin to feel ill, you should leave the classroom.

Cleaning - You must wipe down the seat, tablet arms, and/or table you are assigned to using provided cleaning products at the beginning of each class session.

Seating: You will be assigned a seat for the semester. Your seating assignment should be determined and distributed to you before classes begin.

Reporting Positive COVID-19 tests or contact with someone with a positive test - must be reported using the [COVID-19 Self Reporting Form](#). All users will provide a contact phone number. The user then selects whether they are reporting as positive or a close contact. If reporting positive, they will be asked to provide the test date. If they are reporting as a close contact, they will be presented with a series of questions to confirm that they meet the public health criteria of a close contact for contact tracing purposes.

While in the classroom

Attendance -Faculty are required to document in-person attendance of students for the purposes of contact tracing. Individual policies for attendance should be covered in each faculty member's syllabus.

Seating - Classrooms will be set up prior to your arrival. **Do not** move chairs or lecterns in the classroom at all during the semester.

Assigned Seats - Students should be assigned seats for the semester prior to the start of the term. This will need to be communicated to them at least one week prior to the start of the term. Canvas has a seating chart feature in the Attendance tab that can be used for this purpose. CISTL is hosting training sessions on this feature of Canvas.

How to use the Attendance tool -
https://community.canvaslms.com/docs/DOC-13050-4152107406

How to create a seating chart using the Attendance tool -
https://community.canvaslms.com/docs/DOC-13058-4152107416

Technology - The classrooms will have the technology they typically have plus these new additions: microphones hanging from the ceilings that will capture your voice as well as that of the class; webcams that will swivel so that you can capture discussion as well as direct instruction; white boards to be used with document cameras for notes, problem solving, etc. by the instructor. Three dry-erase markers and an eraser will be distributed to all faculty members teaching in-person classes in the fall for use in the classrooms. CISTL and UITS will host training sessions on the new technology in the classroom in August.

Chalkboards - Chalkboards should not be used until further notice. Chalk will be removed from all classrooms. A small whiteboard will be provided in each classroom that can be used in conjunction with the document camera which projects onto the classroom screen.

Eating and Drinking - no food and drink in the classrooms in order to keep everyone wearing their masks at all times.

Printed Materials (e.g. syllabus, handouts, exams, etc) - In order to reduce touch points, we encourage all faculty to minimize the use of printed materials by relying on the Learning Management System, Canvas, whenever possible. Documents should be made available in Canvas so that students can access them without having to receive physical copies in class. Assignments should be turned in and graded using Canvas as well.

Computer labs -will have appropriate physical distancing spacing for the kiosk computers and library computers, which will be on a first come first serve basis as usual. Machines will be removed and/or stations spaced out to make sure appropriate physical distancing is observed.

While in the Zoom Classroom

It is important that your Zoom discussions offer a chance for everyone to engage with the material and each other, but it is also important that everyone feel safe in Zoom. If able, students are encouraged to turn on their video during class discussions. However, if they prefer not to for any reason, then they should not be required to turn on video. If they do not turn on their video, you may encourage them to include some kind of image of themselves in place of video. This could be a real photo of the student, or perhaps a Bitmoji (a cartoon recreation).

Students should have a microphone and be reminded to unmute to participate in class discussions. Please remind students to mute when they are not actively participating in the class discussion. You may also encourage them to type in the Zoom chat as often as they like. However, it is up to the individual instructor to design discussion opportunities that are appropriate to the discipline and that will successfully meet class learning outcomes.

Suggested Syllabus Language

Zoom Discussions - Zoom discussions offer a chance for everyone to engage with the material and each other, but it is also important that everyone feel safe in Zoom. You are encouraged to turn on your video during class discussions. However, if you prefer not to for any reason, then you do not have to turn on your video. If you choose not to turn on your video, you are encouraged to include some kind of image of yourself in place of video. This may be a real photo or a Bitmoji (a cartoon recreation).

You should have a microphone and remember to unmute to participate in class discussions. Please mute when you are not actively participating in the class discussion. You are encouraged to type in the Zoom chat as often as you like.

Exiting the Classroom

Students should exit the classroom starting with those seated closest to the door, leaving appropriate distance and timing between each student. If there are two doors, exit to the right. Faculty can assist with this process.

After class

Please encourage students to maintain physical distance in the halls outside classrooms and while waiting to enter the classrooms. Signage placed by facilities will encourage these behaviors.

There will be classrooms designated in each building for students to use to Zoom classes, take quizzes, and/or study. They will need their own electronic device (including headphones) in order to use these shared spaces. There will be computers available on a limited basis in computer labs and the library for students who do not have their own electronic devices on campus.

Office Hours--Faculty must maintain office hours. Since most offices are not conducive to appropriate physical distancing, virtual office hours are strongly recommended. They may be held from individual campus offices or from home.

CISTL will hold workshops on creating and running Virtual Office Hours.

Academic Support Services - will be available remotely and in person - webpages will be updated to reflect safety processes and services available by the start of the Spring 2021 term

- **Student Support Services** - will offer one-on-one tutoring via Zoom or Facetime to eligible students. If a student needs to meet in person for a tutoring session they will provide a space, but the physical distancing guidelines will be followed including wearing a mask, maintaining six-foot distances, and sanitation after every session.

- **Supplemental Instruction -** will be run via Zoom (available for selected classes).

- **Math Assistance Center** - will offer assistance via Zoom. Students wanting to come on campus for tutoring will be required to schedule an appointment (as only 1-2 students will be allowed in the Math Lab at a time). Tutors will receive safety instructions prior to beginning work and it will be clearly marked where students can sit and where tutors can sit/stand.

- **Writing Center** - online sessions through Zoom/Google docs will be available for the Fall semester.

- **CIS and LSAMP One-stop STEM Tutoring** - will run via Zoom.