

## **ACADEMICS: TEACHING GUIDELINES, CLASSROOM SAFETY PROCEDURES AND PROTOCOL**

### **CLASSROOM CAPACITY AND INSTRUCTION PROTOCOL**

- Classroom capacity will be determined based on COVID-19 protocol for physical distancing
- Additional classrooms will be added as needed
  - And/or hybrid models for classes will be created
  - Additional BHRC sections may be added if there is a need for additional Rapid City students
- A plan will be developed to manage large lecture classes - online or hybrid format
- Safety protocol in all classrooms will require face masks be worn. Beginning August 10, BHSU will be at a Level 3 protocol. Additional details are available at [www.BHSU.edu/MaskUP](http://www.BHSU.edu/MaskUP).
- Plastic face shields will be available for faculty members teaching in non-typical classrooms

### **TEACHING: FACULTY AND STUDENT RESPONSIBILITIES**

Our goal is to meet the needs of students with as much face-to-face and hands-on learning as we provide during any other semester. Additionally, we must do this while keeping students safe, meeting the guidelines established by the CDC.

A plan will be created by the Provost, Deans and Chairs to address:

- Necessary classroom changes and modes of delivery to minimize loss of credit hours and maximize safety and efficiency
- Plan to establish accommodations for students who cannot/should not attend face-to-face classes
  - Need for consistency and clear expectations set for each class
  - Info about mode and platform in D2L 30-days prior to class start date
- Any adjustments to classroom instruction need to address equitability for faculty
- Flexible teaching models (including hybrid) taking into consideration disciplines
- Acquisition of technology equipment for flexible teaching models and related training for faculty
- Attendance policy to allow flexibility for potential absences due to illness
- Procedure/guidelines for allowing students to record classes
- Office hour policy. Consider Zoom office visit
- Add COVID-19 protocol/information to syllabus template
- Consider University-wide policy for seating chart (related to contact tracing efforts)
- Protocols needed for Writing Assistance Center, Math Assistance Center, TRiO Student Support Services and tutoring services via remote viewing
- Clear and frequent communication plan to students about possibility of hybrid models for some classes
  - Hybrid courses will be at the same tuition rate as face-to-face classes

## ACADEMIC EQUIPMENT, PROFESSIONAL DEVELOPMENT AND COMMUNICATION

Faculty will be provided a standard technology package to include laptops, microphones, headset systems to provide for both face-to-face teaching and remote learning. Faculty members will receive training on D2L, Zoom, sharing screens, and how to manage discussion, lecture and other activities with students on screen.

## FACULTY CLEANING/DISINFECTING OF CLASSROOM COMMON SURFACES

It is recommended that commonly used/touched surfaces in classrooms (tables, chairs, communal equipment) be cleaned/disinfected between classes. Please attempt to limit contact with high-touch surfaces as much as possible. As an example, keep classroom doors open to allow movement without the need for touching knobs/handles when possible.

Faculty members will be responsible for the disinfecting of their respective classroom(s) at the end of each class period. Recommended procedure:

- Using 3M Disinfectant Cleaner RCT Concentrate (#40), the off-going faculty member will spray all common areas in the classroom (desks, chairs, communal equipment, etc.) in preparation for the next class.
  - Spray 6 inches away from surfaces and allow to dry for 3-minutes
  - No wiping or towel drying is needed
- Each classroom will have a laminated green and red placard located on the front desk which will indicate whether the classroom has been disinfected (green side showing) or not disinfected (red side showing). Each faculty member is requested to disinfect the classroom at the end of their teaching period in preparation for the next class session. The placard should be flipped green side up before leaving the classroom.
- If the placard is showing red (non-disinfected) when a faculty member arrives for an upcoming class, they will be responsible for sanitizing the room prior to the start of the class. **NOTE:** once a surface is sprayed, those surfaces should not be touched for a minimum of 3-minutes.

## COMPUTER CLASSROOMS AND SANITIZING OF KEYBOARDS

- Prior to using a computer, each student should wipe the keyboard using 3M Disinfectant Cleaner RCT Concentrate (#40) wipes.
- A bucket of the above-mentioned disinfectant wipes will be available in each computer classroom
- If the wipe is too wet, it should be wrung out prior to wiping the keyboard
- Discard all used wipes in a trashcan to prevent reuse

## CURRENT PHYSICAL DISTANCING STANDARDS

Current physical distancing recommendations by CDC guidelines are expected to be practiced by the members of the BHSU campus community:

- Maintain at least 6-foot separation from other faculty, staff, students, contractors, or visitors whenever possible
- Work stations, laboratories, classrooms, common gathering areas, study areas, dining tables should be reconfigured to allow for a minimum of 6-foot separation. Classroom capacity will be determined by allowing a minimum of 36 square feet/person plus a safety allowance of 10-feet from the front of the classroom to front row seating.
- Use barrier shields in locations that require close-proximity contact between employees and students/public (point of sale locations, cashier's windows, etc.)

#### RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT AND PROCEDURES

- Face masks (Starting Aug. 10 BHSU will require face coverings in all public indoor spaces on campus; additional details are available at [www.BHSU.edu/MaskUP](http://www.BHSU.edu/MaskUP).)
- Plastic face shields to be made available for faculty members and select Residence Life staff
- Polycarbonate barrier shields – designated areas
- Hand sanitizing products and methods
- Sanitizing/cleaning products
- Sanitizing and deep cleaning of work spaces and classrooms

#### HAND SANITIZING METHODS

- Hand washing: Per CDC hygiene guidelines, frequent hand washing is the most effective method of preventing the spread of pathogens. Wash hands with soap and warm water for a minimum of 20 seconds.
- Hand sanitizers: If hand washing is not feasible, use an alcohol-based hand sanitizer with an alcohol content of at least 60% ethanol or 70% isopropanol.
- Gloves: unless exposure to blood or other potentially infectious material or surfaces is anticipated, gloves should not replace frequent hand washing hygiene. If touching contaminated surfaces or infectious material cannot be avoided, CDC guidelines for wearing/removing gloves can be found at:  
<https://www.cdc.gov/handhygiene/providers/index.html>