

## **Teaching on Campus: Requirements and Recommendations for the 2020-21 Academic Year**

These requirements and recommendations are designed to make Berea's classrooms and campus as safe as possible during the 2020-21 academic year. Following them is one way faculty can help to create a culture of care and compliance to strict standards of safety and healthy practice.

### **Requirements**

- All members of the campus community must wear a mask and physically distance from others in all campus buildings, including classrooms. Face shields rather than masks are permitted for students or faculty who cannot wear a mask for documented medical reasons, and for faculty who believe it facilitates their teaching.
- Desks/tables and chairs will be arranged in a way that ensures physical distancing, utilizing GIS mapping for classrooms, and in consultation with faculty for non-classroom teaching spaces. Classroom furniture must not be rearranged. For questions about the physical arrangement of classrooms, contact Shane Wilkerson, [wilkersonb@berea.edu](mailto:wilkersonb@berea.edu), or Derrick Singleton, [singletonp@berea.edu](mailto:singletonp@berea.edu).
- All students in lab/studio classes must sign and abide by a lab/studio contract that has been updated to include physical distancing, mask wearing, and sanitization practices.
- In order to facilitate contact tracing if needed, a seating chart must be established on the first day of class and attendance recorded daily in Attendance Tracker at <http://teach.berea.edu>.
- Classes must end promptly to ensure time for cleaning the classroom. Cleaning of classrooms is the responsibility of Facilities Maintenance staff. The cleaning of labs and studio spaces will be responsibility of departments based on a cleaning plan shared in advance with Leslie Kaylor at [kaylorl@berea.edu](mailto:kaylorl@berea.edu).
- Faculty must not conduct a class if these requirements not being met.
- If your class has what you might consider exceptional teaching circumstances (for example, an HHP class doing health assessments), please work with Leslie Kaylor to build a plan that maximizes the safety for your class.

### **Recommendations**

- Include in your syllabus a flexible attendance policy that does not encourage students to come to class if they are not feeling well in order to avoid a penalty.
- Formulate a plan for addressing the needs of students who may need to be in quarantine for up to two weeks.
- Incorporate online elements into the class, such as short videos, online discussion forums, Zoom group meetings. This both will both reduce risk and make it easier to continue instruction for students who may be in quarantine.
- Provide handouts digitally when possible.
- Conduct classes outdoors when possible.
- Encourage students to enter and exit classrooms in a way that avoids crowding at doors.

- Avoid sharing physical objects. Teachers will have a set of personal white board markers, erasers, chalk, and other classroom supplies.
- Wash your hands before and after classes with soap and water for at least 20 seconds or sanitize them with hand sanitizer. Encourage students to do the same.
- Hold office hours remotely, outdoors, or in a large empty space such as a classroom or lobby. Keep in-person meetings in your office short, with no more than one student at any time, and keep your door open. Masks and physical distancing are required for all in-person meetings. Attendance must be documented for all in-person meetings.
- Plan for contingencies, including the possibility that the class may need to move online upon short notice.

For questions or concerns about these requirements and recommendations, contact Matt Saderholm at [saderholmm@berea.edu](mailto:saderholmm@berea.edu).