

Faculty COVID-19 Checklist for HyFlex Classes

September 2, 2020

DRAFT

Before class starts:

1. Ask students arriving into classroom to:
 - Take a Ziplock baggie with wipes (if there are not enough call Roz Bailey or Tom Augustson)
 - File-in to center or far end seats to minimize students squeezing past each other
 - Wipe down their desk and surrounding area when entering and before exiting classroom
2. Use the canister of wipes to disinfect high touch items that may have been used by a prior instructor (mouse, keyboard, etc.)

During class:

Physical distancing

Maintain physical distancing but also be practical: Remind students that masks are required and 6ft physical distancing should be maintained whenever possible. However, there is no way to constantly maintain the 6ft physical distancing from other people. Passing a microphone or passing close by another student to take a seat is accepted behavior because it is for a brief moment and both parties are masked.

Microphones: should be used in a limited manner and wiped off in between persons. This can be done with the wipes provided on the podium.

Small group or partner discussions: Students should maintain 6 ft distance at all times, even for short discussions. If students move closer, remind them to remain 6 ft apart.

Passing out papers: should be minimized or eliminated whenever possible. However, if papers are distributed, the instructor should first use hand sanitizer before distributing.

Masks

Masks: Masks must be worn at all times by everyone. Wearing a mask properly means that the nose and mouth are covered at all times. Plexi glass barriers are not a substitute for masks.

After class:

Use the canister of wipes to disinfect high touch items that may have been used by a prior instructor (mouse, keyboard, etc.)