First Day Back to Class Faculty Checklist

Prior to first class meeting
- First, familiarize yourself with the available recommendations, directives, and resources for helping you create a successful learning experience given the fluid nature of COVID-19 conditions. See the Provost’s web page for more details. More information is also available on TTADA’s web page.
- Know COVID-19 classroom capacity. Information about classroom capacity can be found here.
- Decide how class might be split given enrollment. Keep in mind that students may drop or add until September 2nd.
- Consider whether you will provide students with the option of completing the entire course at a distance/online. If so, consider surveying students to determine how many wish to follow that option. If sufficient numbers elect to do, this may allow other students to attend class in-person more frequently.
- Make sure your classroom has the technology (e.g., camera, microphone, Wacom tablet) to support your teaching plan. Information about classroom technology can be found here.
- Post an announcement in Blackboard about how the course will be split
  - For example, “Students in this course will be divided into 3 groups for in-person class meetings. Please see your assigned group (X,Y, or Z). ONLY students in group X will meet in class on the first day (date and time). Please see the posted group schedule for when you will meet in class. Due to social distancing, you are not to attend class meetings outside of your assigned days/times.”
  - Include information about how students should be participating when they are not physically in class (assignments? Zoom?, etc.)
- Decide how your course will need to be modified to accommodate the requirement of being paperless for the fall term. If you typically require in-class writing or quizzes you must use a method that allows students to respond or upload products electronically. If you give exams, you will need to use Blackboard whether done in class or online. More details about going paperless can be found here.

On the first day of face to face class meeting
- Check in with yourself. Do you have any physical symptoms (e.g., fever, coughing, sneezing, loss of taste or smell, difficulty breathing) that would prevent you from attending class?
  - If so, please post and send an announcement to the class via Blackboard ASAP that class is cancelled or that someone else will be leading the class meeting.
- Check in with your supplies. Wear your face covering and bring disposables in case any students need them.
- Check in with your surroundings. Do not go to your classroom early. Allow the previous class to disperse before entering. Use wipes to clean the teaching station and instruct students to wipe down their desk and dispose of their wipe upon entering. Use hand sanitizer and instruct students to do the same if they wish.
• Check in with your students. How are they feeling? Do they have any questions about how class will go?
  o If you have assigned seating, please direct students to their seats.
  o If you will use the seats they have chosen (that are six feet apart) as their assigned seats please make that clear to them and create a seating chart that may be used should contact tracing be needed.
  o Take attendance if possible.
• Check out. As class ends, please direct students to exit the room by row, beginning with closest to the door. Let students know they should not stay in hallway, they should move to their next class or location for the day. Try to keep groups of students from congregating in one location.
  o If students have questions for you, let them know how they can best contact you following class (email, zoom, phone call, etc.).