On-Campus Classroom Preparation Recommendations

The University of North Dakota endeavors to bring students, faculty and staff back to our Grand Forks campus for the fall 2020 term. Our decisions and actions are based on the following guiding principles as we continue to plan and prepare for the fall:

- first and foremost, consider the health and safety of our students, faculty, and staff;
- ensure that our educational and scholarly experiences remain focused on excellence;
- sustain a sense of community founded upon principles of respect and empathy;
- promote a sense of collaboration on campus, in the local community, and across the state;
- apply consistently to the many areas of our campus, while simultaneously recognizing key differences in those areas; and
- respond sensibly to changing conditions of the pandemic.

To prepare for a safe and successful 20-21 academic year, a variety of measures will be deployed to reduce and manage the risk of COVID-19 infection. Some of these changes will affect how we provide students with their course work and other academic experiences. This document provides procedures for faculty to follow in the classroom and recommendations to consider in teaching on-campus courses in a way that ensures academic continuity and minimizes COVID-19 transmission risk.

PREPARING FOR FALL COURSES

PREPARING CLASSROOM AND STUDENT GROUPS:

- All classes should continue to have the same amount of contact time as required for Higher Learning Commission accreditation standards (e.g., a three-credit course requires 150 minutes of instruction, plus outside reading/work, see https://und.edu/academics/registrar/credit-hour.html for details.)
- Review your assigned classroom or lab space. In some cases, there are pictures available through Ad Astra Room Scheduler, which you will find in Campus Connection. Additional pictures are being added into the system. All classrooms have been assigned an initial COVID-19 seating capacity (see the Fall 2020 On-Campus Planning Guide). Facilities is currently in the process of evaluating each classroom to validate seating capacity. Verification of the appropriate number of students in each classroom will be updated daily on an excel spreadsheet that will be posted on the VPAA website.
• Students should not sit within 6 feet of the instructor or any other student. Facilities will modify the physical layout of classrooms to accommodate 6 feet physical distancing. For example, facilities will remove extra chairs when possible; in the case of fixed seating, chairs will be marked to distinguish between those that should and should not be used for student seating.
• If the classroom has a “fire door,” the door can be propped open during the day as it will be occupied throughout the day. Propping the door open is preferred during the day to avoid physical contact of door handles. If you are teaching a class at the last scheduled class time, you are asked to close the fire door at the end of your class time.
• Faculty members are strongly encouraged to assign student seats and to take attendance as this will help maintain physical distancing and facilitate contact tracing in the event of exposure.
• Work with your department chair to identify the best delivery plan for your course or lab (e.g., flipped classroom with smaller groups, hybrid classroom, or modular courses). The Fall 2020 On-Campus Planning Guide provides examples based on enrollment, how often the course/lab meets (once, twice or three times each week), and room size.
• Reducing the number of students physically in the classroom or laboratory will be necessary because of physical distancing requirements. To accomplish this you will need to divide your students into smaller groups and rotate them into the lab. The Fall 2020 On-Campus Planning Guide provides more details for how to do this (e.g. Group A will be physically in the classroom on Monday, Group B will be physically in the classroom on Wednesday, Group C will be physically in the classroom on Friday and when Group A, B, and C will be participating in the class virtually). This detailed schedule should be communicated to students and included in your syllabus so that students are aware of expectations.
• In order to accommodate physical distancing between instructors and students, facilities will ensure the first row of every class is marked off to avoid students sitting in this row. Instructors teaching in a classroom with a teaching station should stand behind the station at all times. If an instructor is teaching in a classroom with a camera to bring in students via Zoom or Blackboard Collaborate Ultra or recording a portion of the class, it will be important to stay behind the teaching podium to be captured on camera.
• Instructors should provide a course welcome announcement in Blackboard that explains to students how the course is being adapted (see the Fall 2020 On-Campus Planning Guide which provides options) to meet physical distancing requirements in the classroom or laboratory. This announcement should also communicate how the instructor intends to ensure academic continuity in case of health issues or changes in recommended or required accommodations for COVID-19. This material should also be included in your syllabus. Plan to have this announcement ready by August 10th as Blackboard courses for fall will be made available to students that day. TTaDA is developing a document “Preparing Your Blackboard Course for Student Preview” which will be available and posted soon. The document provides details on how you can hide portions of the Blackboard information if you are still working on your syllabi and are not ready for students to view it by August 10th.
• TTaDA is available as a resource to help think through modified course structure. Call 701-777-2129 or 701-777-3325 for assistance or email instructional.design@UND.edu.

CLASSROOM TECHNOLOGY AND ACADEMIC TECHNOLOGY TRAINING:
• All courses and labs will be using Blackboard to post course/lab material. Paper copies should not be distributed during classes/labs. Students will be encouraged to bring their own device to class/lab and if they don’t have the appropriate technology, they should be directed to work with UIT at 701-777-2222 or email at techsupport@und.edu.
• Classrooms and laboratories may be equipped with additional technology to accommodate virtual attendance by students on a specific day because of room capacity issues or health concerns. Additional technology may include: instructor mic, student mic, projector, instructor camera, student camera, instructor monitor, and possibly a Wacom writing tablet. Every classroom/lab that has been scheduled for fall is being evaluated for additional equipment needs. For each classroom’s or laboratory’s technology please view Table Set 2 on the Fall 2020 On-Campus Planning Guide. If you have questions on the technology for a specific classroom, please contact UIT at 701-777-2222 or email at techsupport@UND.edu.
• UIT and TTaDA are collaborating on ways to minimize risk of infection while using classroom technology and laboratory equipment. Modifications of classroom equipment are being evaluated, and there will be sanitizing wipes at each teaching station for instructors to wipe down all surfaces and equipment before and after each class period.
• TTaDA will provide workshops over the summer and fall on a number of academic technologies such as Blackboard, Yuja, Zoom, Voice Thread, Blackboard Collaborate Ultra, etc. to virtually connect students to the classroom or laboratory. View the TTaDA website for more information on workshop schedules and videos on using these and other academic technologies. We strongly encourage you to attend.

WHEN FALL CLASSES BEGIN

SEATING:
• Permanent seating assignments are preferred to create student habits of appropriate physical distancing and to allow for contact tracing if it becomes necessary. If possible, allow students to select their seat on the first day of class and then ask them to sit in that seat for the rest of the semester. If the seating assignment is predetermined, please work with students who express concerns with their seating assignment and adjust as you are able. Class attendance should be taken each class period to facilitate contact tracing should it become necessary (i.e., in case of a COVID-19 positive test).
• Students will sit 6 feet apart and must be 6 feet from the instructor. Facilities will remove extra chairs and in the case of fixed seating, will have marked chairs to distinguish between those that should and should not be used for seating as well as the first row to provide appropriate distancing.
ENTERING/EXITING THE CLASSROOM AND SANITIZING SPACES:

- UND will communicate directly to students that they should not congregate in the hallways and will need to practice physical distancing.
- UND will provide sanitizing wipes in each classroom. UND will communicate directly to students that they should arrive just a few minutes prior to class and use a sanitizing wipe to clean the chair/desk area they will be sitting in.
- Instructors should dismiss students by row beginning with the row closest to the door to avoid close proximity while passing other students.
- For their own protection, faculty should use the sanitizing wipes for all teaching surfaces and equipment prior to starting class and ending class. Faculty are not responsible for sanitizing students’ chairs/desks.

PHYSICAL DISTANCING AND FACE MASKS:

- As of now, UND will not require students or faculty to wear face masks but masks will be available, and their use will be strongly encouraged. Updated 7/1/20: UND requires face coverings for all faculty, students and staff to be worn on campus including the classroom per policy.
- UND will abide by the 6 feet of physical distancing in all classroom, laboratory, and office settings.
- Students should be reminded that for classes in which there is movement during class (e.g., some labs) the 6 feet distance rule applies at all times.

OFFICE HOURS:

- Zoom office hours are recommended especially if a faculty member’s office is small and 6 feet of physical distancing is not possible. If a face-to-face meeting is preferred, a larger conference room or space will need to be made available for scheduling by the department.

STUDENT NON-COMPLIANCE:

- If a student doesn’t follow the established safety protocols (assigned seating, physical distancing, etc.), please remind the whole class of the protocols and why they are important. A follow-up email can be sent to further remind students of the protocols and their importance.
- If a student continues to disregard the established protocols after being reminded, you may address it individually with the student. An email to the non-compliant student can be sent, asking the student to maintain physical distancing protocol.
- If they continue to refuse to follow the established protocols you may ask the student to leave the classroom. Please contact the Office of Student Rights and Responsibilities at 777-2664, by email at UND.osrr@UND.edu, or raise a student behavior flag in Starfish for assistance.
STUDENT PRESENTING WITH SYMPTOMS:

- If a student is visibly ill, you can ask the student to leave the classroom. If the student has symptoms consistent with COVID-19 they should be advised to return immediately to where they are living, self-quarantine, and call UND Student Health (777-4500) or their primary health care provider.
- If a student is unable to attend class due to illness (including COVID-19) they may request an absence notification through the Office of Student Rights and Responsibilities at 777-2664, by email at UND.osrr@UND.edu, or online at https://und.edu/student-life/student-rights-responsibilities/index.html.
- If a student is unable to attend class due to illness (including COVID-19), instructors should work with students to arrange course modifications as appropriate with the student.

SUGGESTED ANNOUNCEMENTS FACULTY SHOULD MAKE TO STUDENTS DURING THE FIRST CLASS PERIOD AND FIRST FEW WEEKS:

- To keep everyone safe, we will follow physical distancing recommendations to maintain a 6-foot area around each person in all on-campus classes and labs at UND this fall term.
- Blackboard will be used for sharing class resources and submitting/returning assignments. Physical papers will not be handed out or exchanged during class or labs. Students should use electronic resources or their own printed copies of resources during class. Students will be asked to bring their own devices to class/lab. If a student does not have a device, they should contact UIT at 701-777-2222 or email at techsupport@UND.edu to obtain appropriate technology.
- If you are sick, please do not come to class.
- Sanitizing wipes will be provided for each classroom. Everyone will sanitize their chair/table area when they arrive to class. These same procedures will be implemented for labs. When you arrive, take a wipe (which will be provided in each lab) to clean your lab area, including the lab equipment, prior to the beginning of the lab.
- Hand sanitizer will be provided for each building. Please use it as you enter and depart the building.
CONTACT INFORMATION FOR ASSISTANCE

- Office of Students Rights and Responsibilities (for questions on students’ behavior/student referrals):
  - Phone: 777-2664
  - Email: UND.osrr@UND.edu
  - Online: https://und.edu/student-life/student-rights-responsibilities/share-a-concern.html
  - Starfish: Referral to OSRR or raise a flag (student behavioral concern)
  - Physical: McCannel Hall, Room 280

- UND Student Health
  - Phone: 777-4500