



## **Fall 2021 Protocol for Classroom Engagement & General Guidance**

**August 20, 2021**

- (1) On-campus instruction must strictly adhere to the following at all times:
- Six feet distance in classrooms (spaces for chairs and desks will be marked by tape on the floor).
  - Faculty and students will wear face coverings. Some faculty may have allied requirements that are relevant to the unique character of class processes.
  - Staff who interact with students or enter classrooms (for example, in a support request) will wear face coverings.
  - No eating or drinking is permitted in classrooms.
  - Students are expected to wipe down their chair and desk after each use.
  - Faculty, staff, and students are expected to observe the following.
    - a)** Monitor temperature prior to arrival on campus and stay home if 100 degrees Fahrenheit or higher;
    - b)** Follow CDC guidelines for symptoms, quarantine, and return to school/work: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>;
    - c)** Observe posted signs regarding respiratory etiquette;
    - d)** wash hands/use hand sanitizer before entering and upon exiting the classroom;
    - e)** If a student, staff, or faculty member has symptoms of COVID-19, tests positive, or is in close contact with someone who has symptoms or tests positive they will notify the Dean and those with whom the person has been in close contact.
      - Faculty will communicate course policies that identify their approach to absences.

- Devices and other class materials may not be shared. Documents normally handed out in class should, instead, will be made available online.
- Classroom doors will remain open during non-instructional times to improve ventilation. If possible, classroom doors will remain open during instruction.
- Immune compromised, high risk, and quarantined students will be permitted to participate in the course virtually. Attendance through Zoom will meet the course attendance policy *only* for immune compromised, high risk, and quarantined students.
  - Persons who wish to operate under any of these categories must communicate with Dean Michael Miller and provide as much justification as they can.
- Faculty will disinfect the Crestron controls and classroom PC after each use. Disinfecting materials will be available in each classroom.

(2) If a course takes place online it will include at least 30-60 minutes per week of synchronous instruction during the currently scheduled meeting time. Each faculty member will determine how much time beyond the minimum requirement they wish to utilize for synchronous instruction.

(3) The remainder of the course may take place asynchronously. The total synchronous and asynchronous work will be equivalent to “time on task” of an on-campus course. Time on task for a three-credit on-campus course typically includes 32.5 hours (13 weeks) of instruction, two reading weeks, a final exam week, and out of class reading, research, and writing.

(4) Administrative assistance for faculty will be provided as usual for both online and on-campus instruction.

(5) Remember to make an appointment if you wish to meet with any staff on the campus.

(6) The protocol for mask wearing and social distancing must be observed in all community spaces.

- Listen out for announcements regarding the structure of community events.

(7) Should a student contract the virus during the course of the semester, Dean Miller will work with the student and faculty member to determine if there are accommodations that would allow the student to complete the course while isolating and recovering from the virus. Since

there are differences in symptoms and length of recovery from the virus, these accommodations would necessarily be developed on a case by case basis.

(8) Committed to be attentive to students' academic needs, while being scrupulous about health concerns, we will regularly review accommodations that can be offered.

(9) Below is information on mask wearing and guidance from the wider TCU context in which we operate.

### How to Wear a Face Covering

Protecting yourself and others takes more than just wearing a face covering — you need to wear it correctly.

1. **DON'T** wear the face covering below your nose or leave your chin exposed.
2. **DO** handle the covering by the straps when putting it on.
3. **DON'T** wear a loose covering or one with gaps on the side.
4. **DO** wash your hands before putting on your face covering and after you remove it.
5. **DON'T** wear the same covering every day; use a new one or wash it after each use.
6. Most importantly, **DO** wear a face covering. It's Brite policy.



**Additional information you might find helpful.**

[See Your Daily Responsibility Chart](#)