

# BEARS Return

Shawnee State University Plan for a Safe Return to Campus



## CLASSROOM PROTOCOLS FOR FACULTY AND STUDENTS

In light of the ongoing COVID-19 pandemic, Shawnee State University has established the following expectations regarding classroom protocols for faculty and students for the fall 2020 semester. These expectations are subject to modification as conditions change and as state or county officials issue further orders.

### The following is a suggested syllabus statement for faculty:

*The COVID-19 pandemic is still present and serious. Before entering class, you should have completed your daily health assessment via HEALTH PASS on the SSU APP. While attending class on campus, you are required to:*

- *sit in your designated seat*
- *maintain physical distance*
- *wear a facial covering*
- *always cough or sneeze into your elbow or tissue*
- *use the materials provided to clean your desk and chair before and after use*
- *adhere to other public safety protocols and directives for your specific classroom/lab/studio.*

*Students who do not follow these health and safety requirements will be instructed to leave class immediately. Repeated violations of these health-saving protocols may lead to sanctions under the Student Conduct Code. It is vital that we all do our part in maintaining a safe and healthy campus community.*

### The following are expectations for classroom behavior for students and faculty:

- A combination of self-cleaning and custodial cleaning will be performed daily, including the following:
  - Sanitizer spray and paper towels will be provided for each classroom. There will be several spray bottles and pop-up hand towels in each classroom. Gloves will also be provided in certain areas (labs, etc).
  - Each student will clean his/her area before and after use.
  - Custodians will monitor and replenish the supplies as needed.
  - Overall sanitizing by the custodians will occur daily during their shift.
- Faculty and students are advised of the following protocols:
  - Develop a regular practice with students for cleaning student spaces in the classrooms.
  - Develop a regular practice for entering and leaving rooms: one row at a time or by groups, etc.
  - Before class starts, scan room to make sure chairs/desks have not moved too close together.
  - Do not move furniture.

- Leave doors propped open as much as possible (to avoid touching door handles).
- Observe all posted signage for new procedures throughout campus, including new designated entrances and exits, key card access and restricted elevator capacities.
- When possible, use of elevators should be reserved for persons with accessibility issues.
- Traffic flow in hallway, stairwells and at double-entry doors is to “keep to the right” and stay close to the wall. If you need to turn left, be sure to observe social distancing as you integrate into the flow of traffic.
- Avoid authorizing the registration of students over the course cap to adhere to new room capacity requirements.

Facial Covering (Mask) Policy: It is expected that faculty and students will comply with the recently promulgated [Policy 5.42 regarding facial covering requirement](#). Faculty should direct students who need a mask to the Morris University Center Information Desk or the Bears Necessities Pantry.

These protocols are established to ensure the health and safety of every member of the University community during the ongoing pandemic. We thank you for your cooperation.

For more information and updates, see the [COVID-19 Guidance page](#).