

BEARS Return

Shawnee State University Plan for a Safe Return to Campus



FAQS

Classroom and Academic Areas

Below are responses to frequently asked questions about fall planning for classrooms and academic areas. The responses consider the current understandings of state and local health department rules and advisories as of July 30, 2020.

1. Remote Learning

- **What would trigger the requirement for SSU to move to delivering only online learning?**

Shawnee plans to provide on-ground classes, hybrid learning, and fully online classes beginning in the fall semester. The modality for each course will be noted on the course schedule beginning August 3. If circumstances warrant a local Health Department declaration that students can no longer be present for on-ground classes, the on-ground courses will be delivered online.

2. Co-Curricular Activities

- **Are field trips permitted?**

All field trips are canceled for fall term. A decision about spring term will be communicated in November.

- **Are internships/clinical sessions permitted?**

Yes, with understanding that participants must comply with all safety protocols.

- **Will student research continue?**

Yes, with understanding that participants must comply with all safety protocols.

- **Will university-sponsored travel be permitted?**

All travel is canceled for the fall term. A decision about spring term will be communicated in November.

- **Are student musical events and theater productions permitted?**

Yes, but without live audiences; face shields and masks are required for singers/actors.

3. Classroom/Office Needs

- **What are the classroom cleaning protocols?**

Custodial Services will clean and sanitize classrooms and academic offices on a regular basis. Key areas throughout campus will also be sanitized daily by custodians. In addition, sanitizer spray and paper towels will be provided for each classroom and students are expected to clean their desks or work areas at the start of each class. If an academic area/classroom requires sanitizing other than at these times, the department chair should contact Custodial Services at 740.351.3458.

- **How will supplies for cleaning be procured?**

Custodians will regularly monitor and replenish cleaning supplies.

- **Will access keypads to computer lab areas be disabled?**

The keypads will not be disabled. Doorway access keypads will be sanitized with the same frequency as all of the other door hardware on campus. The use of hand sanitizer (available in the lab area) is recommended for those who may need to touch the keypads.

- **How will excess classroom/lab chairs and desks be stored?**

The Facilities Department will coordinate with the Department Chair and faculty regarding the handling of furniture in a particular area. Storage of chairs and desks will depend on the particular classroom and the configuration required. Some furniture may be able to be stored in the actual classroom with shrink-wrap to prevent use if this does not compromise safety or reduce capacity further. Some may be stored in adjacent rooms that will not be used. Some may be moved to a remote location.

- **Will student employees be permitted?**

Yes, student employees may work but must comply with applicable health and safety protocols for employees while working

4. Schedule Changes

- **When will the Fall 2020 academic calendar and course schedules be finalized?**

A revised fall semester calendar was released July 14, 2020, with the following changes:

- » No fall break
- » Veteran's Day (November 11) is a scheduled class and business day
- » Last day for classes is December 1st
- » Final Exams from December 2nd to 11th

The Fall semester 2020 course schedule will be finalized on August 3rd.

Important: The fall calendar and course schedule are subject to change depending upon state and local health advisories and COVID-19 conditions impacting the campus.

- **What are the options for the delivery of courses?**

Courses will be delivered on-ground, hybrid, and fully online for fall semester depending on the instructor's decision.

- » Courses will be offered as asynchronous or synchronous.
- » In-person tests are permitted but must be communicated beforehand to students and clearly indicated on each course syllabus.
- » The Director of the Teaching and Learning Center Pat Spradlin has provided her [Top 12 Tips for Online Teaching](#).

5. Safety Protocols

- **What are the safety protocols for students for on-ground class attendance?**

Students are to self-monitor their health condition before arriving to an on-ground class. Students are required to wear a face covering during class and when walking to and from class; adhere to social distancing as designated for each classroom/lab; and maintain good personal hygiene (wash hands often). Detailed safety protocols for students are found in the [COVID-19 Temporary Addendum to the Student Conduct Code](#).

- **What are the protocols for faculty who are teaching on-ground classes?**

Faculty are to self-monitor their health condition before arriving on campus. Faculty are to wear face masks while on campus and while teaching. A face shield is permitted to be used only when delivering lecture content. Faculty must still wear face masks before and after the lecture and when talking one-on-one with students. Faculty are also to adhere to social distancing guidelines and maintain good personal hygiene (wash hands often, etc.) The University will rely on definitive guidance from State officials regarding matters related to face coverings.

- **How do faculty refer a student with COVID concerns to the SSU Health Team?**

If a student presents to a class with symptoms or indicates that he/she has been exposed to COVID-19, the student should be referred to the SSU Health Team in a private and sensitive manner through Aviso. To make a referral:

1. Login to Aviso using your Shawnee email address and email password at <https://shawnee.avisoapp.com>.
2. Create an alert by clicking one of the following:
 - a) Send Alert button on My Dashboard
 - b) Student tab; look up an individual student and then click the alert link on the student's profile
 - c) Courses tab; click on the course that the student is registered for, then click the checkbox by the student's name, and then click Alert at the top of the page
3. Click the drop-down under Alert Reason once you have opened the Send Alert page and choose COVID Screening/Testing Needed for Potential Infection.
4. Type ant pertinent information in the Message box.
5. Click Send.

Find details on [How to Refer Student COVID Concerns to the SSU Health Team](#) online. As part of its response, the SSU Health Team will contact Custodial Services for an assessment regarding the need for additional sanitation of the classroom.

- **How will the faculty member know what steps to take regarding a student who has been referred to the SSU Health Team?**

The faculty member should request that the student forward them the documentation that the student received (or will receive) from the Health Team. Documentation indicating the student's ability to attend/participate will be provided directly to each student. It will include one or more of the following:

- ___ excused from in person attendance of classes/work until cleared to resume normal activities
- ___ unable to participate in classes/work
- ___ has been cleared to resume normal activities as of <date>

The referred student's status, contact tracing, quarantining, or other student-specific actions cannot legally be shared with any person other than the student.

6. Training

- **Is there any training that is available specific to COVID-19?**

Yes. COVID-19 training for faculty and staff will be available soon. Look for an email from Human Resources with details about the training module and employee pledge acknowledging the new guidelines related to providing a safe campus environment for students, employees, and visitors.

7. Best Practices

- **Are there best practices that faculty should follow?**

We have developed the following recommendations for faculty during this time.

1. **Do not sign in students over the specified class caps.**

Room capacities have been lowered to accommodate social distancing restrictions, and these must be followed to ensure the safety of students and faculty.

2. **Make Blackboard sites live a week before classes begin.**

You can share more specific information about class structure, expectations, etc. to avoid confusion.

3. **Since we will all be using technology more, expect that problems will occur.**

You will have problems occasionally, and your students will as well. Have back-up plans when possible and be understanding when your students have difficulties.

4. **Be flexible with due dates.**

Set windows for when assignments are due rather than specific, restricted deadlines.

5. **Be flexible with attendance.**

We clearly do not want students who are ill to come to class and infect others.

6. **Increase communication check-ins with students.**

Use emails, texts, and phone calls to connect.

7. **If meeting face-to-face at all, still record the sessions and make them available to students.**

Break lectures apart into smaller sizes and/or set up videos to stream as embedded files rather than as downloadable files.

8. **If students ask questions during a lecture that is being recorded, repeat the question before answering them.**

This will ensure students who are watching remotely can hear what has been asked.