

### **Fall Classroom Guidelines Version 3 (as of 8/24/20)**

The Board of Regents passed the following two guidelines at their July meeting, which have informed these classroom guidelines.

1. UW campus leaders shall prioritize the health and safety of students, faculty, staff and surrounding communities in their decision making.
2. UW campuses shall adopt policies or protocols to reduce the spread of the COVID-19 virus, considering public health recommendations made by the U.S. Centers for Disease Control and Prevention (CDC) and state/county health departments, to include the following, at a minimum:
  - a. Face coverings shall be required in all indoor public spaces, including classrooms, and strongly encouraged outside when physical distancing is not possible;
  - b. Physical distancing of at least six feet when feasible in all classrooms, and where possible in labs, specialized learning environments, public spaces and in workspaces;
  - c. Frequent handwashing with soap and water, or the use of hand sanitizer that contains at least 60% alcohol when soap and water are not readily available; and
  - d. Self-monitoring by members of the campus community daily for symptoms of COVID-19, and if symptoms exist, follow the direction provided by campus or public health officials.

Face covering policy: Instructors and students will be required to wear face masks/coverings within the classroom. The instructor should advise the class that face masks/coverings are required to be worn throughout instruction and if they need to remove the mask for any reason, the student should remove themselves from the classroom prior to doing so (e.g., eating and drinking). Instructors should include a common syllabus statement on face coverings (included later in this document), which they would be able to reference if there were concerns about students not following this requirement. If a person arrives at a classroom without a mask, they will be provided a disposable mask. If a reminder is not sufficient, it is recommended that instructors take a brief break from classroom instruction to allow the situation to cool down.

If the student still fails to comply, the Dean of Students Office should be called (920-465-2152), regardless of which campus this is occurring on. A representative of the Dean of Students Office will respond to the location and speak with the student. Faculty and students are encouraged to [submit reports](#) to the Dean of Students Office for any incidents in which a student is confronted for not wearing a face covering. Their office will follow up with the student in a timely fashion. Sanctions for not complying with the policy range from a warning, to removal from courses, to suspension. (See also the end of this document for a step by step procedure.)

There will be individuals on campus who will be unable to wear a face covering for medical or disability reasons. These students will be required to wear a face shield in place of the face covering. To qualify for a face shield, the student will need to register with Disability Services and submit the needed documentation. Students are encouraged to submit their accommodation request prior to courses starting. While the request is being reviewed, one face shield will be supplied to the student. There will be a yellow bin in each classroom that will contain disposable masks and a face shield for students who are unable to wear a face covering for medical or disability reasons.

Disability Services has masks that have a clear portion over the mouth. These masks should aid communication by allowing students to view expressions and read lips. They have an online request form for these masks.

We will also have microphones available in larger classrooms to aid instructors to make it easier to communicate. However, it should be noted that it will also be more difficult to hear students talking with masks.

Classroom safety: Classroom capacities will reflect a maximum limit of 51 individuals (including the instructor) with 6 foot of physical distancing per individual. Facilities has placed dots on the desks to indicate where students should sit. Instructors will need to develop seating charts for their classes and take attendance to assist with contact tracing. The simplest way to create a seating chart would be simply to record where students sit on the first day of class. However, instructors may choose other ways as long as they communicate with students in advance. In the event that someone in the class tests positive, instructors will be automatically notified via the Office of COVID-19 Response. Individuals who have been determined at risk of exposure will be notified by a designee of the County Health Department and provided further instruction. Instructors are not expected to act as contact tracers. With the classroom requirements including face covering, physical distancing and routine cleaning, the risk of infection would be substantially mitigated. Only those who have been determined to be at risk of infection based on exposure would be required to isolate as instructed. See the Phoenix Forward website COVID-19 Office for more information on reporting and contact tracing.

Instructors should plan to maintain physical distancing within the classroom setting and should minimize their contact with students. For example, instructors will need to be mindful where they walk during class time, how students receive and turn in materials, and what sorts of in-class activities are able to be conducted to limit close contact among students. We recommend that instructors utilize Canvas or email for students to receive and turn in materials to minimize contact. If you do need to pass out materials in class, consider placing them in a central location in the front of the class six feet from you and all others and next to hand sanitizer. Ask students to come up one at a time from row to row to pick up the material. If you need to collect the material, follow the same process in reverse, with students putting their work in a folder, box, or another receptacle.

Instructors should plan on dismissing their class 5 minutes early to allow for greater opportunity to physically distance and to conduct any wiping down of surfaces. This loss of in-person instruction time should be accounted for via alternative delivery means. Instructors should dismiss their students 10 at a time or 50% of the class, whichever is lower, to minimize the number of people clustered together at once, starting from the front to the back of the classroom. If there are two doors to a classroom, one should be labeled as the entry door and the other should be labeled as the exit door to also mitigate interaction.

In classrooms, there will be a clean and dirty bucket for dry erase markers. Instructors can place “used” markers in this dirty bucket. Instructors would be able to wipe down the marker or plastic holder of the eraser before use if needed. Cloth chairs will need to be covered in plastic or switched out with hard surface chairs instead to facilitate cleaning. For classes with microphones, we are working to determine how best to sanitize these, likely utilizing microphone covers.

There will be hand sanitizing stations at the main entries to buildings, which instructors and students will be encouraged to use. Each classroom will have a yellow bin that contains cleaning wipes, hand sanitizer, extra disposable masks, and a face shield. Incoming instructors should plan to clean touch points (computers, clickers, etc.) prior to the beginning of each class. Incoming students should wipe down their space before class starts. Classrooms will be cleaned and sanitized at least once per day.

Specialized art and lab courses will develop cleaning protocols in Academic Affairs for how equipment will be cleaned between uses.

### Specific Class Considerations

Classes will be taught in a [variety of modalities](#) in the fall semester. Music classes and ensembles for voice and instruments requiring voice have an approved safety plan to be offered in-person allowing for 12 feet or more of physical distancing using small groups of students in sizable spaces (e.g., Cofrin Family Hall in Weidner Center).

Associate Deans have shared the “Covid capacity” for each classroom space on campus. Some classrooms will not be able to accommodate all students enrolled in class meeting at once. As a result, these classes have been designated as hybrid. Instructors will need to determine which students should come to class on which days and communicate this in advance of the semester. Attendance on any individual day shall not exceed the COVID-19 limits on any classroom. Some flexibility should be given to substitute dates if the student cannot be in attendance on the day they are scheduled to be in class (as long as the occupancy limits are maintained). Instructors should be as objective as possible in determining flexibility for attendance and should not use factors such as medical conditions or concerns about COVID-19 exposure to provide an exceptional accommodation. If there is a medical condition, the student should be referred to the Office of Disability Services. All other flexibility in attendance must be afforded to all students. If a class that is not able to have all students in the classroom at once would normally have an exam during the final exam period, instructors should utilize an online final exam. For courses meeting in the virtual classroom modality (i.e., synchronous online), students may need to access those classes while still on campus depending on their course schedules. Students will have access to spaces within the UWGB Libraries and the General Access Labs. In addition, we have wireless access throughout all of the academic buildings on all four campuses for students with their own devices. The library has laptops and Wi-Fi hot spots available for checkout for students.

Courses that contain a field component (e.g., practicum, student teaching, service learning) will require students to follow the safety guidelines identified by the specific school, organization, or agency, and these requirements should be clearly indicated in the syllabus or field manual. Evaluation of student health and safety will be the priority of faculty with initial placement and continuation of field experiences, and decisions will be made in consultation with the Dean as appropriate. Students concerned about completion of field work should consult with the course faculty.

### Classroom Technology

We are utilizing CARES Act funding to outfit the following 20 classrooms with recording equipment to allow instructors to stream or record their lectures while lecturing. It is important to note that students will need sufficient Internet access in order to live stream a course and this will be a one-way transmission. Students live-streaming the lecture will not be able to interact with their instructors and vice versa. We have prioritized larger classrooms to account for limited class capacities with physical distancing.

ES: 114

MAC Hall: 103, 204, 206, 208, 210

Rose Hall: 250

Studio Arts: 350

Wood Hall: 114, 117, 118, 201, 205, 213, 215, 216, 303

Marinette: M117

Manitowoc: H102

Sheboygan: 1203

CATL has created a [resource](#) to help you envision what your courses may look like this fall. Their advanced training course will help you build that vision in partnership with a cohort of colleagues. The advanced training course is a two-week session, with new sections starting each week until the end of August.

Campus Calendar Adjustments: Several institutions are adopting a model whereby they move classes online at Thanksgiving (e.g., Madison, Eau Claire, St. Norbert's). However, this is not a good fit for our institution since our students are more likely to be commuter students (i.e., most students go home every weekend rather than just for Thanksgiving) . We will need to be prepared to pivot to the online/alternative learning environment at any point in the fall semester, depending on recommendations from local health authorities.

Accommodating students: We are requiring students to perform a daily self-assessment and advise students not to come to campus if they are feeling sick, specifically if they are symptomatic. Instructors will not require documentation of illness from students to relieve healthcare facilities of this additional burden. Accommodations will depend upon the class, but instructors will need to be flexible in their approach when addressing students who cannot attend class on a specific day due to symptoms. Those students required to isolate for up to 14 days due to exposure or infection will need academic accommodations. The instructor will be informed of the student's need to isolate and can work with the Dean of Students to facilitate continued education. We recommend the use of an [asynchronous online core](#) as a way for instructors to accommodate students and prepare for a possible online transition.

Students with disabilities or documented health conditions will be encouraged to work with Disability Services if they need any classroom accommodations. If students become sick or need to self-quarantine, they should work with the Dean of Students office. For students who are uncomfortable coming to campus, but do not have a documented health condition, we encourage instructors to work with these students. For example, instructors could ask the student what they have in mind to see if it can be reasonably accommodated (e.g., sharing slides on Canvas). If instructors feel like they will not be able to accommodate the request, they should refer the student to the Dean of Students Office. They will then talk to the student to see if there are other options for accommodations or enrollment in a different course , and can reach out to the instructor or the chair if there are alternatives.

Office hours policy: Instructors are encouraged to utilize virtual office hours using the TEAMS platform. This would allow students to connect synchronously with their instructor, regardless of their class modality. If students need to meet face-to-face, they should set up an appointment with the instructor ahead of time so the instructor can find a room that would accommodate physical distancing (e.g., department conference room). Consistent with the campus policy, both instructor and student will need to wear a face covering during this in-person meeting. Students should be encouraged to use the virtual office hour platform or to schedule a physically distanced meeting, rather than trying to talk after class when instructors and students are cleaning and moving out of the classroom while maintaining physical distance.

## COVID-19 Syllabus Statements

### Required Statements:

#### Statement on Face Covering

In response to COVID-19, and in alignment with the [UW Green Bay Building Access Policy OP 15-17-01-c](#), the Center for Disease Control and Prevention [guidelines](#), and the established requirements of the Board of Regents of the University of Wisconsin System; face coverings are required at all times while on campus. This includes the classroom, laboratory, studio, creative space, or any type of in-person instructional activity, and public spaces."

Face coverings shall satisfy the stated recommendation in the [Phoenix Forward: Return to Campus Plan](#) pages 8 & 9.

Students that cannot wear a face covering due to a medical condition or disability, or who are unable to remove a mask without assistance may seek an accommodation through the Office of COVID-19 Response.

#### Statement on Social Distancing

As instructors, we cherish our interactions with students. As citizens in these peculiar times we must acknowledge that face coverings are not a substitute for social distancing. Students shall observe current social distancing guidelines where possible in accordance with university guidelines while in the classroom, laboratory, studio, creative space (hereafter referred to as instructional space) setting and in public spaces. Students should avoid congregating around instructional space entrances before or after class sessions. If the instructional space has designated entrance and exit doors students are required to use them. Students should exit the instructional space immediately after the end of instruction to help ensure social distancing and allow for the persons attending the next scheduled class session to enter.

### Recommended Statement:

In accordance with [UWS 17](#) and [UWS 21 Wis.Admin.Code](#) a student may be subject to disciplinary sanctions for failure to comply with policy, including this syllabus, for failure to comply with the directions of a University Official, for disruptive behavior in the classroom, or any other prohibited action. This prohibited behavior includes but is not limited to failure to follow course, laboratory, or safety rules, or endangering the health of others. A student may be dropped from class at any time for misconduct or disruptive behavior in the classroom upon recommendation of the instructor and subject to the procedure established in UWS 17. A student may also receive disciplinary sanctions through the Office of Judicial Conduct for misconduct or disruptive behavior, including endangering the health of others, in the classroom.

### COVID-19 Resources

Consider including links to one or more of the following:

- UWGB Coronavirus Information page <https://www.uwgb.edu/coronavirus/>

- Wisconsin Department of Health Services COVID-19: Avoid Illness page  
<https://www.dhs.wisconsin.gov/covid-19/protect.htm#:~:text=wash%20your%20hands,-.Wear%20a%20cloth%20face%20covering%20over%20your%20mouth%20and%20nose,6%20feet%20away%20from%20others.&text=Masks%20or%20cloth%20face%20coverings,remove%20the%20covering%20without%20assistance>
- CDC Coronavirus page  
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

## Technical Requirements Statement

The technical requirements statements are suggestions and should be edited to match your tone, policies, and technologies.

### In-Class Courses

Although our class meets in-person, academic technologies are still an important part of our class. We may leverage Canvas, Teams, or other online platforms to share content and encourage collaboration or distribute and collect course materials and assignments. Students should be able to check their UWGB Email account, Microsoft Office 365 Applications (provided through their UWGB email account), and Canvas daily for class updates. If you do not have a reliable internet connection, please let your instructor know.

### Hybrid, Blended, Online, or Video-Enhanced Courses

Our class will rely heavily on technology to support your learning. To best access our course material it is recommended that you have a laptop or personal PC with a microphone, camera, and consistent internet access. We will use Canvas and Microsoft Office solutions, like Outlook and Teams, to share course content, encourage collaboration, and submit graded assignments.

Recorded and/or live lectures are held regularly for this course. In order to have the best engagement with the video components of our course, an internet connection of at least 1 Mbps is recommended.

### Recommended Language for System Requirements Page

All students are provided access to Canvas, UWGB email, and Microsoft Office 365 resources through their UWGB email account.

To have the best user experience, students should have a personal PC or laptop capable that meets the minimum requirements for [Microsoft Office 365](#) and [Canvas](#).

## **Procedure for Addressing Non-conforming students in the classroom**

### **If a student arrives at class without a face mask:**

1. The instructor should offer a disposable mask which will be available in the classroom;

### **If the student refuses to use the disposable mask:**

1. The student should be asked to leave the classroom and not return until they have proper face masks
2. If they refuse, the student should be reminded of the above provision of the syllabus and that disruption of the course may result in removal from the academic course and a violation of student conduct;
3. If the student continues to refuse to leave, the instructor should suspend the class for 10 minutes and contact the Dean of Students Office for assistance;
4. If the DOS is unable to resolve the matter and the student continues to become disruptive, the class will be cancelled for the day and upon determination of the DOS rep, University Police may be requested for assistance.
5. The instructor shall work with DOS to determine if the student should be removed from the course or they should be placed under a behavioral agreement to ensure compliance if they return to the course.

### **If a student removes mask during the class or does not adhere to proper social distancing;**

1. The instructor should gently request that the student(s) comply with the requirements (“please put your mask back on” / “please adjust your seating”);

2. If the student(s) refuse to comply, the instructor should follow the process set forth in #1 through #5 above

**If a student invokes medical condition as reason for not wearing mask:**

1. There will be a face shield available in the yellow bin in the classroom. Students will need to wear this and be advised that they will need to obtain it by the Office of Disability Services prior to returning for the next class;

2. Thereafter, if the student arrives without a mask/face covering and proper documentation of the medical condition, the instructor should follow the procedure set forth for “student refusing to wear a mask” specifically invoking the ability to remove the student from the course.