

Face-to-Face Instructional Guidelines Spring 2021

Effective Date 10/22/20

COVID-19 Safety - Shared Information and Awareness.

Information and awareness messaging that present best practices and standards to be implemented will be made available for faculty and students. Materials and informational items will also be made available to faculty and it is recommended that faculty present and share these items with students on the first day of classes.

Information Regarding Testing, Contact Tracing, and Exposure

For information regarding testing, contact tracing, and what to do if you suspect you have COVID-19 or have been exposed to someone who has, please visit

<https://semo.edu/sealerts/covid19/testing.html>.

Minimizing Risk and Promoting Behaviors that Reduce Spread

Southeast Missouri State University has implemented several strategies to encourage behaviors that reduce the spread of COVID-19.

The <https://semo.edu/sealerts/covid19/> website provides up-to-date information and is where any changes to recommendations or guidelines will be posted. The following are guidelines based on CDC and county health department recommendations. The website <https://semo.edu/sealerts/covid19/testing.html> provides information for Southeast students and employees regarding consultation, care, and processes if you think you have COVID-19 or have been exposed to someone who tested positive.

- **Hand Hygiene and Respiratory Etiquette**
 - Recommend and reinforce [handwashing](#) with soap and water for at least 20 seconds.
 - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.
 - Encourage students, faculty, and staff to cover coughs and sneezes with a tissue or use the inside of your elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
 - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.

- **Face Coverings**
 - *The wearing of a face covering is a **University** safety requirement under the current conditions **as well as a Cape Girardeau County Emergency Order pursuant to RSMo 192.300**. We hope that through modeling and a positive and encouraging environment, all will do their part. If a student refuses to wear a face covering, it would be handled in*

the same manner as if they refused to comply with a course requirement or adhere to the Code of Student Conduct. An instructor may ask a student to leave a class and an employee may ask a person to leave a meeting or event if they do not wish to comply with the Face Coverings and Social Distance Guidelines.

- *In the event that a student does not comply with this guidance and does not leave the space, faculty/staff should send the student's name and email address or Southeast ID to deanofstudents@semo.edu. If a student refuses to leave a classroom or other University facility upon request, **and/or becomes disruptive**, the Department of Public Safety can be contacted for assistance.*
 - Faculty will be provided clear face shields which can be worn **in addition to** a face covering. If a student in the classroom has an approved accommodation from disability services that includes the need to be able to see the faculty members face and lips for better visual interpretation or lip reading, only the clear shield alone or a clear face covering can be worn. Additional safety precautions will need to be put into place such as increasing distancing between the instructor and students.
 - Individuals should be frequently reminded not to touch the face covering and to [wash their hands](#) frequently. **Information will be provided to all students, faculty, and staff on [proper use, removal, and washing of cloth face coverings](#).** Signage will be provided throughout each academic building regarding these safe practices.
 - Note: [Cloth face coverings](#) should **not** be placed on:
 - Babies and children younger than 2 years old
 - Anyone who has trouble breathing or is unconscious
 - Anyone who is incapacitated or otherwise unable to remove the cover without assistance
 - [Cloth face coverings](#) are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. [Cloth face coverings](#) are not surgical masks, respirators, or other medical personal protective equipment.
 - **If a person is not able to wear face coverings due to health or ADA concerns, then alternatives must be made available to those individuals. Contact the office of Disability Services at ds@semo.edu or 573-651-5927 for information on how to obtain an exemption. Affected individuals should also consult with their physicians before wearing a face covering.**
- **Signs and Messages**
 - Signage will be placed on classroom doors when possible or posted in designated areas as determined by the EOC Signage Committee.
 - Messaging about behaviors that prevent the spread of COVID-19 will be posted and communicated through the semo.edu/covid19 website, via emails, and in

[social media posts](#) in accordance with the [Clery Act](#).

- **Traffic Patterns and Dismissals from Classes**

- Be sure not to create “choke points” where large numbers of students gather before class to wait or study.
- Allow students time to enter and exit the classroom and encourage they maintain social distancing when doing so.
- Follow proper guidelines as posted regarding use of elevators

- **Cleaning and Disinfecting**

In a continued effort to minimize risk and prevent the transmission of COVID, Facilities Management has increased cleaning and disinfecting practices. Daily cleaning includes cleaning floors, furniture, restrooms, removing trash, etc. Disinfecting involves following guidelines and protocols to disinfect surfaces such as desks, chairs, work surfaces and high touch points.

- Disinfecting of all classrooms and auditoriums will be increased. Individual disinfecting schedules will be developed for each room based on the room utilization and schedule. All rooms will be disinfected at least once per day and higher use rooms will be disinfected multiple times throughout the day. Disinfecting schedules will be posted outside of each room. Schedules will state general time in which the rooms will be disinfected. For example, a room that is to be disinfected three times per day, the schedule may state the disinfecting will be mid-morning, early afternoon, and late afternoon based on the utilization and scheduling of classes or meetings in the room.
- Restrooms will be cleaned daily and disinfected multiple times per day.
- High touch points in common areas such as light switches, doorknobs, railings, elevator buttons, tops and sides of chairs and tables will be focused on and disinfected multiple times throughout the day.

While Southeast’s Facilities Management team will support enhanced disinfecting and cleaning of university facilities, to maintain the highest level of health and safety, we encourage faculty, staff, and students to utilize the disinfecting supplies provided by Facilities Management to disinfect common surfaces (keyboards, phone, mice, desktops, reception counters, door handles, etc.) before and after use.

Each classroom will have an appropriate number of disinfectant spray bottles to accommodate faculty, staff, students, and guests wanting to disinfect the surfaces and spaces they are working in. Hand sanitizer will be available in each classroom, office suites, next to elevators, and near exits of each building.

Facilities Management will continue to monitor and revise disinfecting and cleaning plans per CDC and County Health Center guidelines to minimize risk and support the safety of the students, faculty, staff, and guests.

- **Shared Objects**

- Discourage sharing of items that are difficult to [clean or disinfect](#).
- Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible (e.g., assigning each student their own art supplies, lab equipment, computers) or limit use of supplies and equipment by one group of students at a time and [clean and disinfect](#) between use.
- Avoid sharing electronic devices, books, pens, and other learning aids unless thoroughly disinfected between uses.

Keep A Daily Class Attendance Log

Keeping a written record of attendance is a requirement within the faculty handbook. As we resume classes, these records will be more critical. A daily class attendance log of all instructors, students, and visitors must be kept and retained for the semester in case contact tracing is required. Instructors should not pass around a “sign-in” sheet for students. One potential method for recording attendance that is already used by some departments is SupportNet. The sections, days and times, and rosters are already created and available. Information on how to take attendance using SupportNet can be found at: <https://semo.edu/supportnet/supportnet-help/employees.html>

Offices such as the main department offices, college offices, or other offices on campus should also maintain a record of visitors.

Food and Drink in the Classroom

To minimize risk and to follow the face covering guidelines, there should be no eating in the classrooms or indoor instructional spaces. Drinks are permissible provided face coverings are removed only while drinking and are properly worn when not drinking. If other guidelines regarding no food or drink are posted or conveyed, those guidelines must be followed. Medical necessities for food should be communicated to the instructor and are permissible. Students should minimize the time without a face covering as much as possible.

Determining How to Offer Your Course: Mode of Delivery

Due to the unique nature of each class offered, we are implementing a tiered structure for deciding how to best offer courses and minimize risk. If the class was scheduled as a face-to-face class; we want to do what we can to provide that face-to-face interaction for the students. The steps below outline the sequence for consideration of the mode of delivery. All options would still require that face coverings be worn.

Where do you begin to consider what spacing and what the seating capacity is for your room?

- **Classroom Occupancy/Capacity.** The document at [Classroom Occupancy list SP2021 - 2020-09-02.xlsx](#) lists the seating capacity of classrooms when social distancing.
1. Continue to offer the course as a regularly scheduled, face-to-face course if social distancing can be maintained. Space seating or seat students to maintain 6ft. of distancing. Seats in rooms are marked with signs or stickers indicating seats that should and should not be used.
 2. If the number of enrolled students for a course does not allow for proper social distancing, work with your department chair to identify whether another room or lab is available that would allow for proper distancing.
 3. If a room cannot be located that allows for proper distancing, offer the course in a mixed format. Mixed format courses are courses that combine traditional classroom activities with online or webinar instruction. The mixed format could be used to accommodate meeting with only a portion of the class face-to-face at a time. For example, with a Tuesday-Thursday class, half of the class would attend the face-to-face session on Tuesday and the other half of the class attend only Thursday. The remaining (non- face-to-face) required materials could be delivered synchronously to the students via remote delivery methods or asynchronously. In all cases, all materials and outcomes for the course would still be required and met. There are five (5) defined types of mixed formats for delivery, as outlined in the table below.

		Monday	Tuesday	Wednesday	Thursday	Friday
Mixed 1	Combination of webinar and F2F. All students enrolled in course meet one day per week and the other instructional times (1-2 days per week occur online synchronously.		1/2 class (group A) meets face-to-face and 1/2 (group B) attends via Zoom or similar synchronously		Other 1/2 of class (group B) meets face-to-face and group A attends via Zoom or similar synchronously	
		1/2 of class (group A) meets face-to-face, group B attends via Zoom or similar synchronously		1/2 of class (group B) meets face-to-face, group A attends via Zoom or similar synchronously		Groups A & B meet synchronously via Zoom
Mixed 2	Combination of webinar and F2F. All students enrolled in course meet one day per week and the other instructional times, 1-2 days per week occur online synchronously.	1/3 of class (group A) meets face-to-face, groups B & C Zoom		1/3 of class (group B) meets face-to-face, groups A & C Zoom		1/3 of class (group C) meets face-to-face, groups A & B Zoom
Mixed 3	Combination of online and F2F. All students enrolled in course meet one day per week and the other instructional times (1-2 days per week occur online asynchronously.		1/2 class (group A) meets face-to-face. The rest of the objectives for the week are met asynchronously online		1/2 class (group B) meets face-to-face. The rest of the objectives for the week are met asynchronously online	
		1/2 of class (group A) meets face-to-face. The rest of the objectives for the week are met asynchronously online		1/2 of class (group B) meets face-to-face. The rest of the objectives for the week are met asynchronously online		Materials available on the web. Utilize scheduled time for student interactions, feedback, virtual hours.
Mixed 4	Courses that need to repeat activities F2F for all students. For example, laboratory, studios, performing arts classes in which Mixed 1-3 don't allow for all to complete the same f2f lessons.		1/2 of class (group A) meets face-to-face, materials for rest of week available synchronously or asynchronously on web		Repeat Lab or lesson 1/2 of class (group B) meets face-to-face, materials for rest of week available synchronously or asynchronously on web	
		1/2 of class (group A) meets face-to-face, materials for rest of week available synchronously or asynchronously on web		Repeat Lab or lesson 1/2 of class (group B) meets face-to-face, materials for rest of week available synchronously or asynchronously on web		Could meet synchronously or with specific students for additional assistance, make up labs, activities. Materials available on the web. Utilize time for student interactions, feedback, F2F or virtual hours.

Mixed 5	Custom combination of online, webinar and/or F2F where other mixed formats are not conducive to meeting outcomes of course
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For information on the course approval process or to request that your course be approved for delivery as a Mixed 5 course due to COVID, contact your department chair or administrative assistant.

- If the above conditions cannot be met, a course could be offered online or via webinar. This should not be done unless other accommodations to follow safe guidelines cannot be made.

Online	Asynchronous online	All course materials and tests are available asynchronously and there are no set meeting times
Webinar	Synchronous Online	Course has set meeting times - synchronous Zoom (or similar) Follows a "typical" class schedule such as MWF or TR

For information on the course approval process or to request that your course be approved for delivery as an online or webinar course due to COVID, contact your department chair or administrative assistant.

- Hyflex is also a delivery mode that could be considered. Hyflex courses allow students to attend class in any of three modes at any time throughout the semester – online (asynchronous), face-to-face, or via webinar (synchronous online).

Hyflex	Allows students to attend class in any of three modes at any time throughout the semester - online, webinar, and F2F
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For information on the course approval process for delivery as Hyflex course due to COVID, contact your department chair or administrative assistant.

Instructor Interaction

- Maintain safe distancing from the students. An area in the front of the room should be marked off with a minimum of six feet to the student seating.

- If you must interact closely with students in order to assist or demonstrate concepts, follow precautions outlined in the guidelines such as the use of face covering, hand washing, and regular disinfecting of objects and surfaces to minimize risk.
- Minimize materials that are handed in to you. Utilize the LMS for submission of work if possible. Grade and return materials electronically through the LMS or other means.
- Utilize virtual office hours if office space does not allow maintaining social distancing. Virtual office hours are acceptable and should be communicated in the syllabus.
- Record student attendance (in-person and remote).
- Inform your students of classroom expectations and of any mode of deliver instructions **before** classes begin (no later than January 20th) and review any changes on day one of your class.
- Traffic patterns in and out of the classroom.
 - Dismiss students in small groups and encourage them to maintain social distancing.
 - Request students entering the classroom wait until all have exited and that they maintain proper social distancing while waiting.
- Cleaning and disinfection
 - While Southeast’s Facilities Management team will support enhanced disinfecting and cleaning of university facilities, to maintain the highest level of health and safety, we encourage faculty, staff, and students to utilize the disinfecting supplies provided by Facilities Management to disinfect common surfaces (keyboards, phone, mice, desktops, reception counters, door handles, etc.) before and after use.
 - Each classroom will have an appropriate number of disinfectant spray bottles to accommodate faculty, staff, students, and guests wanting to disinfect the surfaces and spaces they are working in. Hand sanitizer will be available in each classroom, office suites, next to elevators, and near exits of each building.
 - For copiers, monitors, and keyboards, please use sani-spritz spray (available from Facilities Management) by applying it to a lint-free cloth and gently wiping the equipment. Do not use paper towels as they will scratch. Do not spray directly on equipment as it will cause damage.

Syllabus Statements

The following statements should be added to your course syllabi. More detailed information may be needed and can be added for your class(es).

Classroom Guideline for Minimizing the Risk of COVID-19

- Practice social distancing (six feet of spacing), wear facial coverings, and follow proper prevention hygiene, such as washing your hands frequently and using alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available.
- *The wearing of a face covering is a **University** safety requirement under the current conditions **as well as a Cape Girardeau County Emergency Order pursuant to RSMo 192.300**. We hope that through modeling and a positive and encouraging environment, all will do their part. If a student refuses to wear a face covering, it would be handled in the same manner as if they refused to comply with a course requirement or adhere to the Code of Student Conduct. An instructor may ask a student to leave a class and an employee may ask a person to leave a meeting or event if they do not wish to comply with the Face Coverings and Social Distance Guidelines.*
 - *In the event that a student does not comply with this guidance and does not leave the space, faculty/staff should send the student's name and email address or Southeast ID to deanofstudents@semo.edu. If a student refuses to leave a classroom or other University facility upon request, **and/or becomes disruptive**, the Department of Public Safety can be contacted for assistance.*
 - **If you are not able to wear face coverings due to health or ADA concerns, contact the office of Disability Services at ds@semo.edu or 573-651-5927 for information on how to obtain an exemption. Affected individuals should also consult with their physicians before wearing a face covering.**
- Avoid sharing electronic devices, books, pens, and other learning aids unless thoroughly disinfected between users.
- Students are encouraged to clean and disinfect before and after class, any contact surfaces such as chairs, desks, and equipment utilized for the class.
- Appropriate signage will be displayed in the classroom or adjacent areas on protocols to follow that protect our community members during classes. Please become familiar with this information and follow it in our shared community.
- The seating in your classroom may be positioned to maintain social distancing or signs may be posted with seating direction. Do not move seating or signs unless instructed to do so by your instructor.
- Social Distancing minimizes risk. When in buildings, hallways and entering or exiting buildings or classrooms, maintain at least six feet of social distancing space and avoid gathering in groups.
- To minimize risk and to follow the face covering guidelines, there should be no eating in the classrooms or indoor instructional spaces. Drinks are permissible provided face coverings are removed only while drinking and are properly worn when not drinking. If other guidelines regarding no food or drink are posted or conveyed, those guidelines must be followed. Medical necessities for food should be communicated to the instructor and are permissible. Students should minimize the time without a face covering as much as possible.