How do I prepare for teaching in person this fall?

Preparation for Fall In-person Teaching

- If your course includes any arrangement where students do not attend according to "normal" scheduling, please put an announcement in your Canvas shell on Saturday, August 22, to explain the scheduling. (Note: Registration ends at 6 p.m. on Friday.) For example, many classes have scheduling notes to inform students that they will attend one assigned day/week or attend every other week as assigned. Your note would explain which students (by last name) attend on which day or week. This will prevent students who cannot be accommodated in the socially distanced classroom from coming to class on the first day if they are not assigned to that day. Other scheduling notes indicate that students will attend one day per week with synchronous sessions the other day. A clear explanation of how the course will operate prior to the first day of class will assist all students.

- A few courses are being taught in a hyflex format—they are being simultaneously taught in the in-person classroom and online in a manner where the two groups may interact. This teaching strategy requires technology available only in certain rooms currently. All courses scheduled in this format have been scheduled in rooms with the technology. ITS will be adding the technology to many other rooms early in the fall semester when the new equipment arrives.

- Should some students be quarantined and unable to attend in-person courses, faculty may move to hyflex instruction if the equipment is available. Teaching and Learning with Technology has created a webinar and other resources on hyflex teaching that provide guidance for using this strategy successfully. TLT instructional design partners are available to assist faculty in this transition if it becomes necessary.

- Faculty are reminded that captioning is required for all lectures and videos posted online for students. Teaching and Learning with Technology has prepared a Universal Design Toolkit to assist faculty with making their teaching resources accessible to all students.

- Faculty are encouraged to visit the classroom(s) in which they teach to become familiar with the environment, including the technology.

- Classroom technology will be particularly important this fall as faculty are wearing masks which may make being heard in large rooms difficult and as students may be both in-person and online. TLT and ITS have designed a Self-paced Online Course on Classroom Technology to familiarize faculty with the technology in their classrooms. The course also includes instructions for scheduling an appointment in the classroom with an ITS representative who can provide one-on-one assistance with classroom technology prior to the start of the semester.
What are the general guidelines for classroom interactions?

General Guidelines for In-Person Courses

- Face coverings must be worn over the nose and mouth at all times inside university buildings, and outside when within 6 feet of others, with limited exceptions (see Face Covering Accommodations below). Academic Affairs has developed a statement about this requirement that is available at Faculty & Staff Resources > TWU Syllabus - Template which should be included in all course syllabi. Faculty will be provided with a small number of disposable masks that can be given to students who neglect to bring their own face coverings to class.

- Face coverings with clear panels may be necessary for faculty in courses with students who are hearing-impaired. Disability Services for Students has a small supply of these masks which faculty may request if a student needing such an accommodation is in the class. Face shields are not a replacement for face coverings; therefore, the face coverings with clear panels should be requested.

- Using podium microphones will make communication while wearing face coverings more comprehensible. Disposable microphone covers matching the size of the room’s microphone will be available in the podium in each classroom.

- Encourage students to wash their hands or use hand sanitizer each time they enter a building on campus.

- Before class begins, instruct students to wipe down their desk/table with sanitizing spray and paper towels provided as they enter the classroom.

- Consider propping doors open as students arrive and leave to reduce the need to touch knobs/handles.

- Ask students not to eat in the classroom to avoid removal of face coverings.

- Remind students not to come to class if they are feeling ill or were exposed to a positive or presumed positive case of COVID-19. Students who have tested positive or been exposed to COVID-19 are not allowed to return until released by Risk Management.

- If a student contacts you to indicate she/he has COVID-19, the symptoms of COVID-19 or exposure to someone with COVID-19, encourage the student to complete the Risk Management form entitled COVID-19 Reporting Form. Students and faculty must report illness and potential exposure so the university can conduct contact tracing and cleaning as appropriate.

- Contact Risk Management if you need assistance with any of the guidance in this document (risk@twu.edu). Risk Management has also developed additional guidance for non-traditional instructional spaces (e.g., art and dance studios).
How do I encourage student compliance with distancing?

Social/Physical Distancing

- Classroom capacities have been set at a maximum of 50%, but it is important to instruct students to distribute themselves in the room to allow for as much distance from each other as possible. Although the capacity of courses has been limited, seats have not been removed from most spaces, nor are seats marked to indicate appropriate spacing.

- Instructors should model proper social distancing and adherence to proximity standards.

- Make social distancing coaching part of routine class or lab activities.

- Use positive reinforcement for students who demonstrate responsible social distancing and respect proximity standards.

- Remind students who inadvertently breach proximity parameters about the social distancing protocols.

- Encourage students not to line up at the door when arriving or leaving, and to stay at least 6 feet from one another when entering or exiting. Designate “in” and “out” doors for those rooms with more than one door. Dismiss students by row or groups to avoid crowds at the door.

- As needed, faculty who find that there is not enough pass time to avoid contact between exiting students and students entering for the next course scheduled in the room may elect to dismiss students a few minutes early.

How do we track/trace our student population should a COVID-19 case occur?

Supporting Contact Tracing in the Classroom

To assist with contact tracing, and potentially minimize disruptions to your in-person classes, consider implementing one or more of the following:

- Maintain 6-foot separation when possible (classrooms capacities have been set for a maximum of 50%, which may not allow for full 6-foot spacing).

- Create a seating chart on the first day of class and ask students to sit in the same seats each time they come to class in order to assist in contract tracing should it be needed. Take time on the first day to discuss the reasons for the seating chart with the class so that they understand why it is necessary. Take attendance in order to know who was in class should contract tracing be needed.

- Minimize in-person group work activities. Where group work is necessary (such as in PT, OT, and Nursing) within 6 feet, assign students to cohorts. Record individuals in each cohort. Keep cohorts 6 feet away from each other. Minimize changing members of cohorts.

If there is a confirmed case of COVID-19 in a classroom, the entire class may be considered to be potentially exposed and thus required to quarantine for 14 days. However, by instituting the above measures, TWU’s contact tracers may be able to limit the number of individuals who
must quarantine. As a reminder, only individuals who were within 6 feet of the COVID-19 positive individual for more than 10 minutes are considered to be exposed and need to be quarantined.

Risk Management has posted additional information on TWU’s contract tracing process.

**What happens if there is a known case of COVID-19 in my course?**

**Preparing to Transition to Online Instruction**

Despite taking the above precautions, faculty need to be prepared to transition to online instruction in any of the circumstances below. The Distance Education Advisory Committee has prepared a document entitled [DEAC Online Course Design Best Practices Checklist](#) to provide both best practices and TWU resources to assist in implementing those practices in the online education environment.

- **A student becomes ill** or otherwise is prohibited from coming to class or campus. Students who have been in contact with someone who has COVID-19 will be required to self-isolate for 14 days. Faculty may be able to provide asynchronous instruction to such students (e.g., recording lectures with Panopto and posting them online after each class session. A Panopto guide can be found in the TWU Knowledge Base. While there, look for the videos Getting Started with Panopto Part 1 and Getting Started with Panopto Part 2). Faculty will not be notified by Risk Management about those students who are isolating (i.e., sick but not tested positive) or quarantining (i.e., exposed but not sick or tested positive). Risk Management will instruct the students isolating/quarantining to contact their instructors to let them to know they cannot attend and discuss access to the course.

- **A student becomes ill and exposes other members of the course** through in-person class sessions. This may require the course to transition to an online format (see Supporting Contact Tracing in the Classroom above).

- **The faculty member is exposed or tests positive without symptoms and must quarantine or is otherwise prohibited from coming to campus.** The faculty member will need to transition the course to an online format for the period of the quarantine.

- **The faculty member becomes ill and cannot teach.** The academic component administrator in consultation with the dean will design a plan for coverage of the class during the time the faculty member is unable to teach.

- **It becomes necessary for TWU to transition all courses to online instruction again,** due to government requirements or a worsening public health situation.

- **It becomes necessary to close a specific classroom because of a COVID-19 diagnosis.** In accordance with CDC guidelines, when an individual with COVID-19 has spent significant time in a space, TWU will need to temporarily close the classroom for at least 24 hours to allow any potential virus particles in the air to settle out, and properly disinfect it. There are two safe options for disinfection: (1) Close the space for 24 hours to allow the virus to settle, followed by enhanced cleaning (done by a contractor
(2) Close the space for 7 days to allow the virus to naturally decay, followed by standard cleaning by TWU custodians. For busy classrooms, Option 1 is likely, but the situation requires a rapid closure and potential need to pivot classes to an online format. University scheduling will attempt to locate an alternative location of the appropriate size for the class. If a room is not available, the class will need to be online until the classroom is reopened.

**What do I do if students tell me they cannot wear a mask?**

**Face Covering Accommodations**

[Disability Services for Students](DSS) has developed guidance for students who might request an academic accommodation related to face coverings. DSS will strive to find an accommodation that does not involve a student coming to class without a face covering whenever possible. However, this may be necessary in some instances. If this is the case, the student can be requested to maintain 6 feet of separation from others.

Similarly, employees needing accommodations related to face coverings will need to contact Human Resources and go through the Americans with Disabilities Act accommodations process.

**What do I do if a student does not follow face covering rules?**

**Students Who Refuse to Wear a Face Covering**

If a student arrives to class without a face covering, take the following steps:

1. Remind the student that face coverings are currently required in all university buildings.

2. If the student does not have a face covering, offer the student a disposable mask if available.

3. If the student refuses to wear a mask, the faculty member may ask the student to leave the classroom.

4. If the student refuses to leave, the faculty member may end the class. The faculty member may refer the student to TWU Civility and Community Standards.

5. Only call DPS about a student who refuses to wear a face covering if the student becomes aggressive or disruptive.