



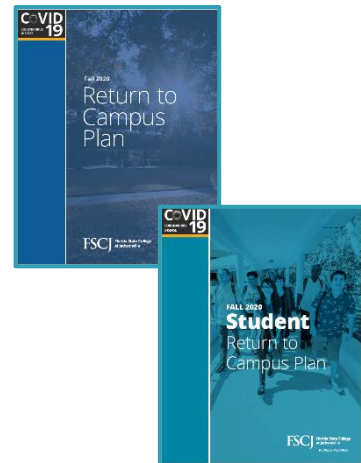
Are You Ready to Teach Face-to-Face?

Fall 2020: The College Classroom and COVID-19

Please review each item on the list below before your first class; review regularly throughout the semester.

❖ Review the Return to Campus Plan (RCP):

- Link: <https://www.fscj.edu/covid-19/return-to-campus>
 - Building Entry Requirement – pg. 8
 - Face Mask/Covering Requirements – pg. 9
 - Social Distancing/Safety Requirements – pg. 10
 - Employee Daily Self-Screening – pg. 11
 - Reporting COVID-19 or Related Illness – pg. 13
 - Education and Training (the CDC Guidelines) – pg. 17
 - Teaching and Learning Environment – pg. 18
- Student Return to Campus Plan (SRCP) Link: [Student Return to Campus Plan](#) (add link to syllabi)
- FSCJ has developed a Contact Tracing Form for self-reporting positive COVID results:
 - Self-reporting [form](#) for employees
 - Self-reporting [form](#) for students



❖ Conduct Daily Self-Screenings Prior to Coming to Campus:

- You should be free of any recent/unexplained symptoms related to COVID-19 (see RCP pg.11).
- If you have symptoms (see RCP pg.11), you should contact your supervising administrator.
- Direct your students to conduct daily self-screenings as described in the SRCP (pg.3-4).

❖ Get Started in Your Classroom/Studio/Lab – Best Practices :

- Disinfect your personal work area at the start and end of class (strongly recommended).
- Where possible, separate doors should be used to enter and exit to encourage social distancing.
- Students closest to the exit door should leave first to maintain social distancing.
- Wash your hands frequently.
- Wear your mask correctly; avoid resting it on your chin/neck.
- Avoid touching your face.



❖ Plan Early and Communicate with Students:

With all the changes happening on campus in preparation for the fall semester, it is more important than ever to have a solid plan in place for how you will be teaching your fall classes.

- Email students on your rosters:
 - **Plans for first day** – If you are creating two groups of students, A and B, give students your schedule for each group so that each student is clear on when to attend your class. Consider posting this information in your Canvas course shell as well.
 - Remind students that everyone is required to wear face masks on campus.
 - This requirement is part of the Return to Campus Plan for employees and students.
 - Recommended syllabus information –
COVID-19 Policies and Procedures: As part of the Student Return to Campus Plan (pg.3), students should conduct daily self-screenings before returning to campus and must wear face masks/coverings at all times while on campus. Click the [Student Return to Campus Plan](#) link for details.
 - Remind students to maintain social distancing of at least 6 feet while waiting outside the classroom and entering the classroom. Students should also follow social distancing guidelines while leaving the classroom.



❖ Make Contingency Plans:

- Maintain a plan for a rapid pivot to move fully online. Your classes are scheduled for face-to-face meetings, which could change. Therefore, it would be a good idea to be prepared to transition online at any given point during the term.
- Make a plan for sickness or exposure and include it in your syllabi.
 - It is recommended you self-isolate until cleared to return to work (RCP pg. 14).
 - College protocol for positive diagnosis or exposure: https://www.fscj.edu/docs/default-source/covid/faculty/ml_0403.pdf?sfvrsn=1cd48ad5_4
 - Have a viable virtual contingency plan (alternate assignments) to stay on track.
 - Recommended syllabus information –
Change in instructional delivery plans:
In the event of school closure and/or possible illness, our class may need to continue in a virtual setting for a limited or extended time. Virtual instruction will require students to have access to a reliable computer with a webcam and stable internet access.
 - Identify faculty member(s) who will substitute (if you are unable to teach virtually or otherwise).
- Contact your supervising administrator if you need to implement your contingency plan.



❖ What Do You Need?

- Have an idea for added safety? Discuss with your dean, department chair, or instructional program manager as soon as possible. We want to maintain the highest level of safety as we navigate these face-to-face classes.
- Deans, department chairs, and instructional program managers are here to support you. If students are disruptive or refuse to wear a mask in class, attempt to de-escalate and correct the situation as you would with any other disruptive behavior. If students will not comply, consider asking them to leave, dismiss the class for a break (or for the day), or contact your supervising administrator for assistance. You may also contact Security for assistance if you are unable to de-escalate the situation and gain compliance. Be sure to inform your supervising administrator of any issues. Consider whether a referral to the student conduct system is necessary (for more information, see the RCP, p 18).

❖ Plan on Using Another Room for Instruction?

- If you plan to use an additional/different room to allow for more distancing, please discuss with your supervising administrator:
 - to gather approval
 - to ensure that the room is available
 - to alert Facilities and Security
- Once approved, please notify students of the change.

❖ Plan to Meet Students for Office Hours?

- Consider meeting with students online for office hours. If online meetings are not feasible, consider a campus space location and wear a mask.
 - For online meetings, consider using Canvas Conferences, Canvas Chat, or WebEx, etc.
 - For campus meetings, consider an area that would provide proper social distancing.
 - It is possible to arrange a location in the Library and Learning Commons to meet with students for safe social distancing.
- Remember to clean any touched areas in your office before and after use (strongly recommended).



❖ Additional Resources:

- **Faculty Transition Page**
[Click here](#) to find boilerplate syllabus language and other useful information about the transition online and tools to assist you in transitioning from a face-to-face instructional modality to an online instructional modality.
- **Faculty Resource Repository Page**
[Click here](#) to find useful tools and tips to assist you in creating educational content in the classes you instruct. This page will be updated periodically as new information and documents become available.