

## COVID-19 Guidelines for Fall 2020

### **In-Person Classroom Experience**

The College has worked to create a classroom experience that remains dynamic and engaging while also considering health and safety. All classrooms will have a minimum of six feet between students and a nine-foot separation for the instructor, including outdoor classrooms. Upon arriving in class, students must wipe down their desk and chair with the cleaning supplies provided by the College.

**Only students wearing masks fully covering their noses and mouths will be allowed to participate in-person in classes. For this reason, there will be no eating or drinking allowed in the classroom.** When meeting in person, students are required to stay in their assigned seats for the duration of the class period and should avoid getting out of their seat for any reason. Faculty should remember that students cannot leave their seats to write on room whiteboards. Students and faculty should not adjust the classroom configuration, as each classroom has been set up specifically to meet physical distancing guidelines.

You can access information about the layout and technology in each classroom here: <https://www.rollins.edu/registrar/classrooms/>.

Students who are not in compliance with these classroom guidelines laid out by the College will be given an opportunity to comply by their instructor. If a student fails to comply when asked, the faculty member will ask the student to leave the classroom. If the student fails to leave the classroom, the faculty member may contact Campus Safety and dismiss the class. The College asks that students do not put their faculty members and fellow classmates in this situation, and instead simply comply with the guidelines as asked. Students who do not follow the College guidelines to create a safe classroom experience may be charged with a violation of the Requests or Orders policy.

The College is using videoconferencing software to engage students both in and out of the classroom. All students will need a videoconference-capable device (e.g. a laptop with a camera, a tablet, or a smart phone) and some type of headphones or earbuds that include a microphone for classes. If students foresee a technological barrier for this type of classroom engagement, they may email [helpdesk@rollins.edu](mailto:helpdesk@rollins.edu) with the subject line, "Technology Barrier Fall 2020."

Though a faculty member may encourage all students to turn on their cameras and be visibly present during class, they may not require that they do so or deduct points for students' decision not to keep cameras on.

If students participating in class virtually are in a different time zone, we expect them to participate in the class's scheduled time if it starts after 7am and ends before 10pm in the student's time zone.

If the class meets outside this time, the professor should work with the student to make reasonable accommodations, which could include one-on-one meetings, providing class recordings, or alternate assignments.

### **Recording Class Sessions**

Faculty may choose to record their class sessions in WebEx to share with students who are unable to attend class due to time zone issues, illness, or excused absences. Before recording, faculty members should inform students that they will be recording the session and should share their plans for disseminating the recording. Students may not record virtual class sessions without faculty permission.

### **Attendance and Seating Chart Policy**

Faculty are required to take attendance in all classes daily, whether teaching virtually or in-person. Attendance must be recorded each day using the “Attendance” feature in Canvas. If teaching in person, faculty members must complete a seating chart documenting student’s position in the room on the first day of class and submit it on Canvas for the purpose of contact tracing. Students must remain in their assigned seats during every class meeting throughout the semester and the faculty member must submit a revised seating chart should students add or drop the class. Remember, Canvas is not your official class roster; your official class roster can be found in Foxlink.

For more information about how to take attendance and use the seating charts in Canvas, see this article: <https://rollins.teamdynamix.com/TDClient/1835/Portal/KB/ArticleDet?ID=114792>

### **Add/Drop Period and Unregistered Students**

Due to limited capacity in our socially distanced classrooms, only students registered for each course will be permitted to attend the class in-person during the Add/Drop period (first week of class). Students who are waitlisted or who hope to add the course to their schedules may only attend the course virtually until they are officially registered for the course. If a student does not officially register by the add deadline of September 25, they must stop attending the class and should be removed from your Canvas course.

### **#CampusClear App**

Students will be asked to check their symptoms daily using the #CampusClear self-screening app to receive a wellness pass needed to attend class and use other campus facilities. Please ask your students to show you their wellness passes occasionally to help ensure that they use the app as required.

### **Printing and Class Handouts**

To minimize the risk of virus transfer and reduce printing expenses, we recommend that faculty distribute electronic syllabi and handouts when possible.