

January 14, 2021

Dear Colleagues,

Happy New Year! I hope this email finds you well. Thank you for all that you are doing to get ready for the start of classes next week!

I am writing to ask you to please be sure to contact the student in your classes to make sure that they have the relevant information they need for the first day of class next week.

- If you are teaching virtually or have virtual students in your courses, please let them know **HOW** they will attend your first class next week (WebEx, Teams, etc.).
- If you are teaching a hybrid class that meets both virtually and in person, please remind students how you are meeting the first day and where they should go.
- If you are teaching in person, please check in with your students and ask them to be sure to review their declared modality of attendance this spring. Please remind them that if they are planning to attend virtually, **they need to declare that intent in Foxlink and must be virtual for all of their classes.**

While I'm sure most of you have already done these things, I just wanted to send a quick request to please do so.

I also wanted to send a reminder of COVID classroom protocols for this Spring:

- 1) All faculty need to take attendance via Canvas for every class meeting, whether the class meets virtually, hybrid, or in person. We ask you to use the "Attendance" feature in Canvas so that the information is accessible should we need it for contact tracing or immigration purposes (for our international students on visas).
- 2) If you are teaching face-to-face (regularly or occasionally), please be sure to create a seating chart in Canvas that shows the seat positions of all students who are attending your class in person. If a student is quarantined or isolated for a particular day and attends the class virtually instead of in person, you can modify the seating chart for that day by hitting "edit seating chart" to remove them to show that they were not physically present. You will need to add them back the next time they are present in class. Please remind students that they need to sit in the same seat for every class meeting for the whole semester. This link might help you in terms of making and editing your seating chart:
<https://rollins.teamdynamix.com/TDClient/1835/Portal/KB/ArticleDet?ID=114792>
- 3) If you are teaching face-to-face, please be sure to ask all in person students to show you their Campus Clear app when they enter the classroom or at the beginning of class. They can hold it up so you can see the green color from afar.
- 4) If you are teaching face-to-face, please don't forget to spray down all of the tables and desks with the disinfectants provided in the room after each class and ask students to grab a paper towel and wipe the desks down as they come in and before they sit down.
- 5) Please remind students that they cannot eat and drink in the classroom and that they should not get out of their seats during class for any reason, including going to the bathroom, unless absolutely necessary.

Thank you again for all that you are doing! I know our students really appreciate it, and I do too. Please don't hesitate to reach out with questions or concerns.

Best,
Ashley

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