

# NORTHEASTERN STATE UNIVERSITY

## Course Delivery & Safety Procedures for Fall 2020

*Attention: This document is intended for internal communication only.*

**"This is a fluid document and is subject to change based on local, State or National conditions or requirements."**

A task force was formed to create a plan for fall course delivery that addressed the Center for Disease Control's most recent recommendations, including the considerations for higher education for protecting students and employees and slowing the spread of COVID-19.

## ESSENTIAL SAFETY PREMISES

The campus community sets, communicates, and abides by consistent campus-wide expectations regarding safety measures.

Masks are required for faculty, staff, students and guests in classes and labs where social distancing is not possible.

Face masks or face coverings are highly recommended in all classrooms, hallways, stairwells, elevators, and campus public areas. CDC guidelines state face coverings should be worn as feasible and are **most** essential in times when physical distancing is difficult.

Faculty and staff stress the importance of staying or going home when students do not feel well or believe they are experiencing symptoms or after exposure to someone who is believed or confirmed to have COVID-19.

Washing hands or using hand sanitizer before and after class is recommended.

Faculty, staff, students and guests should self-screen daily for COVID symptoms before arriving on campus.

Faculty are encouraged to offer office hours via Zoom from their campus office for the fall 2020 semester. For face-to-face meetings or visits with faculty in their office, masks are required for both the faculty and the student.

In every syllabus, faculty must include the following statement addressing attendance policies during the COVID-19 pandemic:

*Students who have a prolonged absence because of COVID-19 illness, who quarantine because of exposure to coronavirus, or who must provide care for family members who are sick or quarantined have the responsibility to 1) provide documentation to the Office of Student Affairs and 2) contact their instructor within 24 hours of the first missed class meeting to arrange for reasonable accommodations. Students will not be penalized for non-attendance due to coronavirus-related reasons but still have the responsibility to make up any missed exams, assignments, homework, etc. Students who have a temporary or permanent disability that may be impacted by COVID-19 should contact Student Disability Services. Please review the following documents for more detailed information: NSU Student Handbook: Absences, Medical/Emergency Withdrawal, ADA; Faculty Handbook 10.2.4.a, 10.2.4.b, 10.3.2.*

Faculty will provide appropriate accommodations for students. (Refer to sections 10.2.4.b Authorized Student Absences and 10.3.2 Students with Disabilities of the Faculty Handbook).

Faculty will carefully record attendance in face-to-face meetings and may use seating arrangements to assist with contact tracing by local health officials in the event of an exposure.

For additional information, please review the "Employee Return to Campus Protocol & Process" document for managing positive COVID cases.

## TEACHING AND LEARNING CONSIDERATIONS

Department chairs collaborate with their dean to develop a plan to cover any classes taught by faculty who become unable to teach or who need to isolate due to COVID-19.

Department chairs collaborate with faculty to use a variety of course delivery and scheduling options to support high-quality instruction with final approval by the Dean and Provost.

Department chairs will submit proposed schedule and delivery changes to the Dean and Provost for approval.

Support faculty technology needs to sustain high-quality course delivery in all course delivery formats.

## LEARNING ENVIRONMENT CONSIDERATIONS

Utilize university spaces not traditionally used for classroom instruction to facilitate social distancing.

Provide sanitation supplies in each classroom, including disinfectant wipes or disinfectant spray, hand sanitizer and paper towels in each classroom.

Encourage all community members to participate in the sanitizing of classroom spaces (e.g. wiping down shared equipment, desk spaces and doorknobs).

Fully staff all custodial positions.

Add additional paper towel dispensers in restrooms where possible. Add more hand sanitizing stations where possible.

Install shields at podiums where possible.

## SCHEDULING CONSIDERATIONS

Move face-to-face delivery of instruction to virtual delivery after Thanksgiving break if local, state or national conditions indicate it is necessary.