ILLINOIS

COVID-19 Classroom Management Information

I.   Introduction

This document provides instructors with information regarding classroom management for all face-to-face class meetings. Some aspects of this document, such as excused absence procedures, are also relevant to online courses. Additional information will be provided soon through a frequently asked questions (FAQ) web page.

The document is organized as follows:

II.   <u>Campus Policies and Procedures</u>

This section describes University policies and procedures that affect classroom operation during the COVID-19 pandemic.

All students have been given the opportunity to remain off-campus and take courses remotely. Those who have chosen to return to campus must abide by our policies and procedures regarding face coverings, social distancing and mandatory COVID-19 training and testing. They must also cooperate with contact tracing, isolation and quarantine protocols.[1]

Mandatory COVID-19 training. Every student enrolled for the Fall 2020 semester must complete the Division of Research Safety's online COVID-19 training before Monday, August 24, the first day of instruction. Students will not be allowed to enter University classrooms or buildings on or after August 24 if they have not completed this training.

Mandatory COVID-19 testing. Every student enrolled for the Fall 2020 semester residing in the Champaign-Urbana community is required to participate in the University's mandatory COVID-19 testing program. Students will be tested two times per week. Students will not be allowed to enter University classrooms or buildings if they have tested positive for COVID-19, if they have missed a mandatory test, or if they are currently awaiting a test result after notification of exposure.[2]

Students must provide proof of compliance with testing requirements prior to entering a classroom. A Wellness Support Associate will be stationed at the classroom or building entrance checking status

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[1] Isolation separates sick people with a contagious disease. Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.
[2] Full details of the campus COVID-19 testing plan will be provided in a later document.

before students enter class.[3] Students will show the Associate their status in the "Safer in Illinois" app or through an alternate method.[4] Students who are COVID-positive, under quarantine, not in compliance with COVID-19 testing requirements, or not wearing a face covering will not be allowed to enter the classroom.

All University employees working in campus facilities are also required to undergo mandatory COVID-19 testing. Instructors may not enter a classroom or teach a class if they have tested positive for COVID-19, missed a mandatory test, or if they are currently awaiting a test result after notification of exposure.

COVID-19 Test Notification. All individuals (student, faculty, staff) will be notified of their University administered COVID-19 testing results by way of the "Safer in Illinois" app or through an email notification from McKinley Health Center. COVID-19 test results are shared only as permitted by law, including with McKinley, Champaign-Urbana Public Health District (CUPHD) and the individual's medical provider. Positive test results are reported directly to CUPHD. This is true regardless of whether the "Safer in Illinois" app is used or not.

We recommend that all members of the University community utilize the "Safer in Illinois" app. It does not do any location-tracking and does not share any user information with any third party. It is used for testing notification and results, and additionally provides a status screen that can show – without sharing any medical information – whether an individual is permitted to enter a building or classroom.

COVID-19 Exposure Notification. CUPHD is notified of all positive tests; they carry out contact tracing for each case. An individual identified as having had significant contact with a COVID-positive individual will be referred for testing and potential quarantine.

If a student in a class tests positive for COVID-19, the instructor **will not** be notified of the student's test result. The instructor **will** have access to verified absence information, including COVID-19 related issues (positive COVID-19 test, or an exposure that requires quarantine or further testing) but will not be provided with a specific reason.[5] We strongly recommend that verified student absences, including those related to COVID-19 be excused in order to discourage class attendance by those who are ill or might carry the virus. This process will be in effect for all courses, including online. For all other absences, standard University procedures for absences as described in the [Student Code](#) remain in effect.

Even if some students are absent from class due to COVID-19 reasons, it does not mean that the instructor needs to cancel class. Experts tell us that social distancing and face coverings greatly limit viral transmission. Having limited contact with someone who has the virus does NOT mean that other individuals will necessarily become infected. Further, some students may miss class for other reasons that arise in a typical academic year.

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[3] Details on the Wellness Support Associate Program will be provided in a later document.
[4] Information about the "Safer in Illinois" app is included at the end of this document.
[5] Since the instructor will be notified about all students that will be absent for any COVID-related issue (*e.g.*, quarantine, mandatory testing) we are not explicitly or implicitly sharing COVID test results or COVID-positive status. This information does not violate the privacy rights of any student.

Face coverings. All students, faculty and staff are required to wear face coverings – and wear them appropriately. More specifically:

- All University of Illinois at Urbana-Champaign students, employees and visitors must wear a face covering in any University building, facility and classroom unless they are physically isolated in a private space or room.
- Face coverings also must be worn in all public places and settings on campus where social distancing of six feet cannot be maintained. This includes outdoor spaces on campus and situations such as traveling to and from classes or events.

Student Ambassadors will circulate across campus to distribute face coverings to those who do not have them. Classrooms will also have supplies of extra face coverings, hand sanitizer and sterilization wipes. Students who require an accommodation for a face covering will follow the Disability Resources & Education Services (DRES) process for student accommodations and should present you with a letter outlining the accommodation. DRES will work with students to provide an accommodation that utilizes an alternative face covering. No student will be permitted to go without a required face covering.

The Wellness Support Associate checking COVID-19 status at the door will not admit a student to a classroom if the student is not wearing a face covering. Once inside the classroom, enforcement of the face covering policy falls to the instructor (see below for additional details.)

Social distancing. All students, faculty and staff are required to obey social distancing guidelines (6 foot separation to the degree possible) at all times.

Cleaning. Classrooms will be equipped with alcohol wipes and hand sanitizer. Instructors and students should wipe down their area upon entry into the classroom.

Instructors using general assignment classrooms will be provided with their own wireless microphone that will be compatible with the AV systems, so as to avoid the need to share microphones.[6] Instructors should bring their microphone for each class session. There will not be any spare microphones left in the classroom, so if an instructor forgets their microphone, they should call the Tech Services Help Desk, 217-244-7000, and a microphone will be brought to the classroom.

Classrooms will be thoroughly cleaned nightly with disinfectant delivered by electrostatic sprayer. Some specialized spaces will be cleaned more frequently. Additional information can be found here.

III.   Instructor Responsibilities for Classroom Management

Students entering the classroom have had their testing status checked and are wearing face coverings. Once the student enters the classroom, enforcement and management is the responsibility of the instructor. This section describes those responsibilities.

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[6] Additional information about classroom technology will be shared in a separate document.

Syllabus. As in any semester, be sure to outline all class policies in the course syllabus, including any expectations about safety behavior. Recommended syllabus language is included below.

Responding to non-compliance. If a student does not comply with campus policies – for example, the student removes their face covering inside the classroom or refuses to respect social distancing – that student is in violation of the Student Code and subject to discipline. The instructor should take the following action:

1. Ask the student to comply with the behavior. For example, say, "Please put on a face-covering for the safety of those around you."
2. If the student refuses to comply, ask the student to leave the classroom. Say, "If you are unwilling to comply, I have to ask you to leave the class."
3. If the student refuses to leave the class, dismiss the class. "Unfortunately, not everyone in the class is willing to engage in safe behavior. Therefore, class is dismissed."
4. After the class, report the student to the Office for Student Conflict Resolution, using this link, for further discipline.[7] If the class was dismissed, notify the departmental executive officer (head, chair).

The University believes that wearing a face covering and maintaining physical distancing are imperative for public and personal safety. Presence on campus and participation in face-to-face instruction requires compliance with the requirements for face covering, social distancing and COVID-19 testing. We therefore fully support decisions by instructors to dismiss any student from the classroom for failure to comply. There will be no penalty to instructors who are forced to dismiss class due to a student's failure to comply with safety behaviors.

Absences. The Student Code continues to be the guiding document with respect to excused absences. Determination of excused absences are made by the instructor. We strongly recommend that faculty count verified absences as "excused" to reduce the incentives for students who may be ill to attend class.   As stated above, instructors will have access to information about students that miss class due to COVID-related issues. A student who is absent for an extended period is encouraged to contact the instructor and obtain a letter from the Student Assistance Center in the Office of the Dean of Students.

Seating. All classrooms will have reduced capacities to allow for social distancing between students and instructors. Classroom, lab, and studio layouts have been reviewed by F &S Design Services team in conjunction with facility managers. Seating will be denoted to indicate usable seats or furniture location. It is important that movable furniture is not re-positioned within the room and that additional seats are not borrowed from other rooms.

Max Capacity/Distributed Attendance. It is essential to know your room capacity. Each instructional location will have a maximum capacity sign and room layout posted. If your total enrollment exceeds the capacity of the space, you need to request a new room or have a distributed attendance plan. In the latter situation, students will need to be informed of the dates they are to attend in person instruction.

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[7] Full link is: https://forms.illinois.edu/sec/7625734.

Since available seats are limited, students should be warned that they may be denied entrance if they attend on the incorrect date. Social distancing capacities for instructional spaces can be found [here](). [8]

Guest Speakers. We distinguish guest speakers from within the University community (e.g., another University employee) to those that are outside of the University community (e.g., non-employee that does not undergo mandatory on-campus COVID-19 testing.) Guest speakers from within the campus community should be treated like any other instructor and are subject to the requirements outlined in this document.

Guest speakers from outside the campus community must address the class remotely. We do not have the mechanism to provide a COVID-19 test for guests at this time.

IV.   General advice for Instructors

Safety/behavior:
- We recommend that all students, faculty and staff utilize the "Safer in Illinois" app for COVID-19 testing, notification and status. Note: the app does not track location, nor does it share private information with any outside party. The app display screen that shows "status" does not show testing results. A "Denied" status does NOT necessarily indicate a positive test, it might mean the individual should be in quarantine, is awaiting a test result or is not compliant with testing.

- It is important that instructors model behavior for students. Properly wear a face covering (mask or shield) and maintain physical distance at all times in the classroom.

- The instructor should review classroom requirements during the first few sessions in order to establish clear requirements and expectations. Please remind students to maintain social distancing at all times, including entering and exiting the classroom. We also suggest that instructors help students understand the motivation for all of our health requirements related to COVID-19.

- At the beginning of the semester, some students might not be used to the face covering requirement. Please begin with reminders to help with compliance.

- At the beginning of the semester, as students are getting used to the new process, it is possible that COVID-19 testing status checking might delay the start of class by a few minutes. We expect this delay to disappear as students learn the process.

- Instructors should forbid eating or drinking in class so that face coverings can be worn at all times.

- The Student Code does not support the use of grading penalties for lack of compliance (*e.g.*, failure to wear face coverings.) Instructors should follow the process outlined above and report noncompliant students to the Office of Student Conflict Resolution.

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[8] Link to FMS classroom information to come soon.

- Please adhere to local building guidance on doors and windows. Do not open classroom windows without explicit building manager permission.

- Outdoor class sessions are permitted, provided that students and instructors adhere to all of the health and safety criteria outlined in this document. If an instructor wishes to hold class outdoors, please be cognizant of issues that students with disabilities might face.

Absences:
- In addition to students that are ill, you might have students who have been asked to quarantine or isolate. Because instructors will not know the reason for an absence, we strongly recommend that all verified absences be excused, even in cases where the instructor is not specifically notified.

- Since absences might be more frequent and prolonged, consider grading mechanisms that permit flexibility for students. For example, students might be provided with the opportunity to utilize late due dates for some number of assignments.

Grading and Assessment:
- Avoid grading elements that reward attendance, as it incentivizes students that are ill to come to class. For example, do not award points for iClicker usage or in-class activities.

- Try to create course assignments that can be delivered to students remotely, so that students who need to quarantine or isolate are able to keep up with the course. For example, if possible, replace synchronous classroom exams with online or take-home exams.

- We recommend all exams be offered remotely. Space for face-to-face instruction time is limited and precious, and we suggest that it not be used for exams.

- Instructors must adhere to the final exam schedule.

Other:
- We recommend that office hours be held remotely. Students reported in the Spring that they did not like office hours "by appointment" and would prefer open office hours.

- Whether online or in-person, instructors should honor class start and end times. Student schedules still have many back-to-back class sessions.

V. Recommended Syllabus Language

Following University policy, all students are required to engage in appropriate behavior to protect the health and safety of the community, including wearing a facial covering properly, maintaining social

distance (at least 6 feet from others at all times), disinfecting the immediate seating area, and using hand sanitizer. Students are also required to follow the campus COVID-19 testing protocol.

Students who feel ill must not come to class. In addition, students who test positive for COVID-19 or have had an exposure that requires testing and/or quarantine must not attend class. The University will provide information to the instructor, in a manner that complies with privacy laws, about students in these latter categories. These students are judged to have excused absences for the class period and should contact the instructor via email about making up the work.

Students who fail to abide by these rules will first be asked to comply; if they refuse, they will be required to leave the classroom immediately. If a student is asked to leave the classroom, the non-compliant student will be judged to have an unexcused absence and reported to the Office for Student Conflict Resolution for disciplinary action. Cumulation of non-compliance complaints against a student may result in dismissal from the University.

## VI.   **Fall 2020 Academic Calendar**

Important fall dates:
- August 24 – First day of classes
- September 7 – Labor Day, no classes
- November 3 – Election Day, no classes (per Illinois Statute)
- November 20 – final day of face-to-face instruction
- November 23-27 – Fall Break
- November 30 – begin remote instruction
- December 10 – Reading Day
- December 11-18 – Final exams

VII. "Safer in Illinois" App

Details about the app and its usage will be provided soon. Here, we describe its use for entrance into University buildings and classrooms.

In order to gain access to a building or classroom, an individual will show the "access page" of the app to the Wellness Support Associate. The access page has only identification information (name, picture), a timestamp and access status. An individual showing "Granted" will be admitted, a student showing "Denied" will not be admitted. Examples of these two states are shown below. Note that no information about the individual's medical status or history is shared.
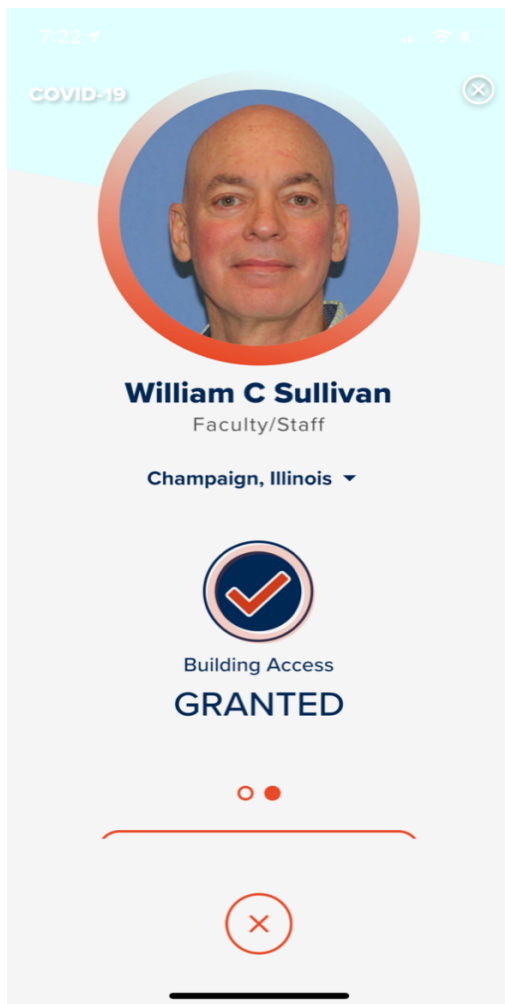
The "Safer in Illinois" app will perform many other functions, including testing notification, and provide test results to the individual (not on the access page). The "Safer in Illinois" app does not track or collect any smartphone data, including location.

The "Safer in Illinois" app is not required; however, it is expected as an option to gain access to buildings and classrooms. Individuals who opt out of the app will be offered other, less-convenient options to gain access.