

Spring 2022: COVID-19 and Classroom Instruction: Kellett School

The following policies are intended to guide instructional practices for the Spring 2022 semester so that they are conducted in as safe a manner as possible while still allowing for meaningful face-to-face instruction. All instructors and students are expected to comply with these protocols. Please note that these policies are subject to change based on national, state, and local guidelines and the state of the pandemic.

Masks

All students and instructors are required to wear masks while going to class, transitioning between classes, and during face-to-face instruction. Regardless of virus transmission levels, some courses may require all students to mask due to the health needs of one or more people in the classroom. The instructor will notify students of any adjustments to the standard masking policy.

If the masking policy presents a health or related challenge to a student, then the student has the option of enrolling in courses that can be delivered virtually for the entire term. These students should work with their advisors to determine appropriate courses for their schedules. Note: International students must also seek permission from the Designated School Official (DSO) before enrolling in a virtual course.

Human Resources and your supervising academic dean will review on a case-by-case basis any requests to adjust the classroom masking policy for a faculty member whose personal or family health profile warrants a difference in practice. Please direct those inquiries to Jim Jones and your dean.

Social Distancing

Unless otherwise directed by instructors, all classroom participants are to distance approximately six feet from one another. Please note that some activities may require enhanced social distancing. As a general practice, when students enter a classroom, they should select a seat farthest from the door. They also should use hand sanitizer located at the classroom entrance. Doing so will minimize germs in the learning space. When students exit a classroom, those seated closest to the door should be the first to leave, followed by those next closest to the door, and so on.

Sanitizing Classrooms

Classrooms will be thoroughly cleaned by housekeeping staff at the start of each day. After every class, instructors are to sanitize all high-contact surfaces (e.g., tables, desks, doorknobs, computer stations) in the classrooms with the disinfectant provided. For instructors, this work will take only a few minutes to complete. Instructors are asked to complete the sanitizing in a timely fashion to enable instructors and students arriving for the next period to get settled and begin their class on time. Greg Biermann (biermangi@lakeland.edu), Environmental and Safety Coordinator, will provide training on how to safely and effectively sanitize classroom spaces.

Transition between Classes

Students and instructors must not congregate within classroom buildings during transitions or while waiting for classes to begin. Instructors and students must also avoid lingering in classrooms after the period to allow the next class to enter in a timely fashion. Students with questions of an instructor are asked to email the instructor or visit the instructor during office hours. Similarly, instructors who need to speak with students should do so via email or during office hours.

Office Hours and Visits

All instructors and students are expected to follow the masking policy during office hours and visits and practice social distancing. Instructors can hold these meetings virtually at their discretion.

Policy Compliance

Compliance with these policies is the responsibility of all members of the campus community, and instrumental to mitigating risk to a college experience during a pandemic.

If a student refuses to follow established safety protocols or directions given by the instructor in the classroom to comply with safety protocols, then the instructor should do the following:

- Dismiss the student from the classroom until he or she is willing to adhere to safety protocols.
- Email COVIDCONCERNS@lakeland.edu and the Center Director, describing the violation that occurred and the action taken by the instructor.
- Campus Safety and the Center Director will review the instructor's report and determine an appropriate course of action for the student.

If a non-compliant student refuses to leave the classroom, then the instructor should do the following:

- Contact the Center Director and local law enforcement immediately.
- File a report with Campus Safety and the Center Director describing the violations of safety protocols that occurred and the student's failure to comply with the directions of the instructor.
- Campus Safety and the Center Director will review the instructor's report and determine an appropriate course of action for the student.