

## Spring 2023: COVID-19 and Classroom Instruction: Kellett School

The following policies are intended to guide instructional practices for the Spring 2023 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 have the option 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.

### Sanitizing Classrooms

Classrooms will be thoroughly cleaned by housekeeping staff daily. At the end of a class session, instructors are encouraged, but not required, to sanitize all high-contact surfaces (e.g., tables, desks, doorknobs, computer stations) with the disinfectant provided. This work will take only a few minutes to complete. Lakeland's Environmental and Safety Coordinator, will provide training on how to safely and effectively sanitize classroom spaces.

### 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 is 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](mailto: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.