

Protocols Specific to Classrooms

- 1. Class format flexibility:** Faculty who prefer to teach remotely, for whatever reason, may do so. They will strive to accommodate all choices to its best possible ability, guided by strict adherence to the principle of equity. Faculty are encouraged to conduct office hours remotely.
- 2. Materials:** Required prevention materials for each classroom include masks, hand sanitizer, and disinfecting wipes. Building administrators and department assistants will keep a store of spare masks and a thermometer for students/faculty/staff caught without. Facilities will have adequate HVAC or other forms of ventilation. Faculty will be allowed to obtain a desk mounted Plexiglass shield should they desire one. [Use this form](#) to make requests. Professors must work with students who are self-isolating to make sure they can effectively access the course material.”
- 3.** Accommodations will be made where needed through coordination between students, faculty, and Accessibility Resources.
- 4. Honor system for symptom reporting and self-isolation:** Everyone in the CC community is expected to self-isolate and get tested if they have any symptoms consistent with COVID-19 (such as fever or chills, cough, sore throat, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, congestion or runny nose, nausea or vomiting, or diarrhea), or upon discovering that there is a reasonable chance that they have been recently exposed to someone with COVID-19. Call ahead before visiting your health care provider. Students should contact their health care provider or the Student Health Center, (719) 389-6384, and report any symptoms of COVID-19 to the CC COVID-19 Emergency Manager Maggie Santos, msantos@coloradocollege.edu.
- 5. Masks must be worn at all times.** Students without masks are required to get them before entering class. Exemptions/accommodations for those with accessibility needs and/or reasonable pedagogical needs will be made and the instructor must maintain reasonable safety.
- 6. Cleaning classroom space:** Faculty and students are responsible for cleaning their personal space upon entry and exit. Students should think of their desk and chair as “intellectual gym equipment” and wipe it down before and after use.
- 7. Entering and exiting the class.** Classes can be organized on a six-foot grid. Faculty and students should cooperate to maintain the social distance of six feet minimum. Students may come and go as they please in the classroom, provided they wear their masks and do not linger in the personal space of classmates and others on entering or leaving the room.
- 8. Tracking attendance.** Instructors should keep a clear record of who attends in-person class meetings, including seating arrangements. A simple photograph of the class seating arrangement each day should suffice.
- 9. Professional courtesy:** Professors will likely share their classrooms with other classes over the day and so should follow classic academic guidelines/courtesies used elsewhere: Before leaving they should ensure a reasonably clean space, desks are to stay in place and all face forward, instructional boards should be wiped clean, and that teaching materials should be removed. The same holds true for students working in the library and other common study spaces.

10. Individual students or student groups must receive permission from the faculty member/department to use a classroom outside of the class schedule.