

Health and Safety Guidance: Spring 2022

Disposable masks, spray disinfectant and cloth towels will be available in all classrooms, labs and other academic spaces.

In The Classroom

- ❑ All students and instructors are required to wear face masks in all indoor spaces..
 - Any JMU faculty or staff member may ask students to put on a face mask.
 - Students who do not have a face covering should be offered a disposable mask.
 - Students who refuse to wear a mask should be asked to leave the classroom and/or building. If a student declines to leave, faculty or staff should warn the student that such behavior may result in disciplinary actions through the Office of Student Accountability and Restorative Practices (OSARP).
 - Faculty or staff may call Public Safety (568-6912) to escort students who refuse to wear a mask from the classroom or building.

Students with medical accommodations exempting them from wearing a face mask are required to work with the Office of Disability Services (ODS). **Professors will be notified** of this accommodation by ODS.

- ❑ Faculty should remain **behind the plexiglass and podium** when possible. Faculty are required to wear a face mask even when behind the plexiglass.
- ❑ Instructors should clean and sanitize the podium and computer station at the end of their class with Morning Mist. In spaces with a whiteboard, a bottle of glass cleaner has also been provided.
- ❑ Particularly in lab settings, students should sanitize their workstations (desks, benchtops, etc.) **prior to use and at the conclusion of activities**. Additionally, students should use hand sanitizer and/or thorough hand washing with soap and water before, during, and after lab activities. Faculty should promote and encourage these best practices. Equipment and technology should only be cleaned following manufacturer's specifications by individuals trained in their care and maintenance.
- ❑ Instructors should remind students **to clean and sanitize their workstation** should they cough or sneeze.
- ❑ **No food or drink** is allowed in classrooms, labs, studios or other academic spaces.
- ❑ Instructors should **end class promptly at the scheduled time** to allow efficient exit and sufficient time for classroom cleaning before reuse.
- ❑ **Do not open windows**. All AC/heating units used in classrooms exchange inside air for outside air. If room temperatures need to be adjusted, instructors should ask the building coordinator to submit a work order.
- ❑ Instructors holding the **final class** in any room **for the day** must **lock** the classroom doors.

Contact Information

- ❑ **Academic Unit Heads:** Your AUH will be able to answer questions about specific personnel or instructional concerns under COVID-19 restrictions.
- ❑ **Building Coordinators:** In [Building], your building coordinator is [Name]. Contact [him/her] if you have room concerns or need additional cleaning products or masks. In addition, building coordinators have thermometers available for faculty to monitor their temperatures should they feel ill. Faculty should refer students who feel ill to the University Health Center.

- ❑ **Campus Technology Coordinators:** For [Department], which is part of the [College], your technology coordinator is [Name]. They can be reached at [phone number or email.]
- ❑ **Counseling Center:** 568-6552: If you are concerned about a student in distress, you can call the Counseling Center.
- ❑ **Disability Services:** 568-6705: Contact ODS for students who need assistance due to a documented disability.
- ❑ **Facilities Management:** 568-6101: If the Building Coordinator is not available, you can call Facilities Management for replacement of cleaning products or masks for the classroom. These should be refreshed at least daily by the housekeeping staff.
- ❑ **Libraries' Classroom Technology Services (CTS):** 568-6799 or tchelp@jmu.edu: Contact CTS for classroom technology questions, issues or requests.
- ❑ **Public Safety:** 568-6912: Call them in the event that students or visitors do not respond to requests to wear masks or are not complying with health and safety guidelines.