

# Health and Safety Guidance: Spring 2021

## In The Classroom

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- All students and instructors must **wear protective face coverings** (a mask and/or a face shield as an alternative, where allowed) at all times inside university buildings and while in classrooms, labs, studios and other academic 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.

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**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.

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- Faculty are encouraged to have students show their **LiveSafe app** green checks at the beginning of class.
- Classroom seating has been arranged and marked to allow for physical distancing. **Instructors should strictly enforce classroom seating as marked**, as not adhering to the seating plan may impact physical distancing.
- Changes have been made to classroom seating in some areas, including the removal of seats and/or desks, to improve physical distancing and lower room occupancy. **Do not add more seats to classrooms.**
- Faculty should remain **behind the plexiglass and podium** when possible or maintain a six-foot distance from other occupants while speaking. Faculty are **required to wear a face covering, even when behind the plexiglass**, while teaching.
- Instructors should **clean and sanitize** the podium and computer station at the end of their class with Morning Mist®. A bottle of glass cleaner has also been provided in spaces with a whiteboard.
- 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.
- Where physical distancing can be maintained, consider asking for **student volunteers to hold the door** for other students before and after class to reduce the number of people touching surfaces.
- General purpose classrooms and computer labs should **remain unlocked** during the day.
- Instructors holding the **final class** in any room **for the day** must **lock** the classroom doors.

- ❑ All students must remain physically distanced in classrooms, labs and studios. Students should **be encouraged to physically distance outside the classroom**, but please remember that exceptions to practicing physical distancing will occur with roommates, couples, siblings, etc.
- ❑ Remind students that **physically distanced study areas** are available for their use between classes. Options are listed online and via this QR code:



## Contact Information

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- ❑ **Academic Unit Heads:** Your AUH will be able to answer questions about specific personnel or instructional concerns under COVID-19 restrictions.
- ❑ **Building Coordinators:** Contact your building coordinator for any needed signage, if you have room concerns or if you 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.
- ❑ **Counseling Center:** [568-6552](tel:568-6552): If you are concerned about a student in distress, you can call the Counseling Center.
- ❑ **Disability Services:** [568-6705](tel:568-6705): Contact ODS for students who need assistance due to a documented disability.
- ❑ **Facilities Management:** [568-6101](tel:568-6101): For emergency replacement of cleaning products or masks for the classroom, you can call Facilities Management. These should be refreshed at least daily by the cleaning staff.
- ❑ **Libraries' Classroom Technology Services (CTS):** [569-6799](tel:569-6799) or [tchelp@jmu.edu](mailto:tchelp@jmu.edu): Contact CTS for classroom technology questions, issues or requests.
- ❑ **Public Safety:** [568-6912](tel:568-6912): Call them in the event that visitors or students are not complying with health and safety guidelines.