



CLASSROOM PROTOCOL

We are committed to following the safety guidelines provided by the CDC (Centers for Disease Control and Prevention) on our campuses and instructional sites.

Everyone on campus must:

- wear a face mask, masks are available for those who do not have a mask
- practice social distancing of 6 feet or more, no gatherings more than 5 people
- wash hands frequently and refrain from touching one's face, use the hand sanitizers
- wearing gloves is optional
- allow body temperature checks at the security check point, remember to use common sense-if you have walked to campus or are riding in a hot vehicle, temperatures will be elevated. Wait a bit in the shade and cool down before proceeding to get through the check point
- answer the screening questions asked at the security check point
- IF SICK, STAY HOME...TEACH & LEARN FROM HOME...INFORM YOUR PROFESSOR (Students) OR DEPARTMENT CHAIR (Faculty)

Classrooms have been rearranged allowing for 6 ft distance between student seats, as well as, between the instructor.

Classroom size is set at a maximum of 10 students in each class for a face-to-face class session.

Classrooms limits are set at maximum 10 people but the typical class enrollment per class is 6 students or less. Learning spaces are separated by 6' between desks and faculty desk in every classroom. Classrooms were physically measured to support the number of students and professor allowed with 6' requirement between all.

Classes with large enrollment numbers are broken into sections and coordinated by the instructor so the protocol is adhered to.

Added levels of protection include:

- All faculty teaching face-to-face, whether fully F2F or hybrid F2F class time, are asked and encouraged to wear a face shield when in front of your class
- Thermometers are available for checkout from Chef Bob for use in the classroom for F2F if you wish to re-check student temperatures upon entry into your classrooms
- Wipe down your classrooms between class sessions. Enlist your students to help with this task as we are all in this together. We are in a public health crisis and we all have a responsibility to help one another.
- Monitor your students and take some time to remind them throughout your class times that we are in this together for the safety of self, others and especially the vulnerable members of family and community.