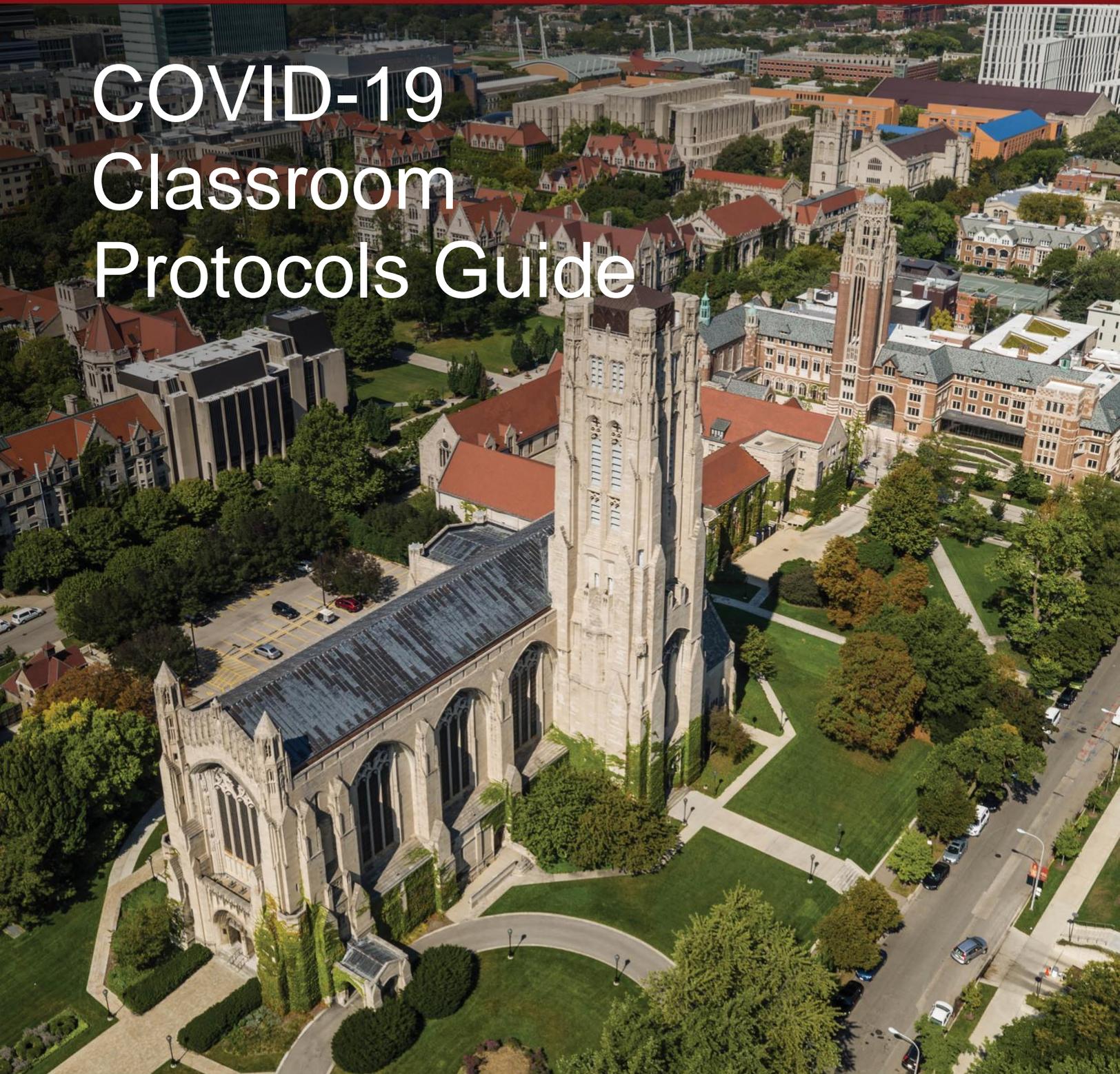


COVID-19 Classroom Protocols Guide



Introduction

With guidance from University of Chicago Medicine and governmental agencies, the University has developed protocols to protect the health and well-being of our academic community as we resume in-person coursework. This guide provides information on COVID-19 classroom and building operations, as well as additional resources for those teaching in-person this Autumn.

For full information about the University's response to COVID-19, please visit the [UChicago Forward](#) website. More specific information about classroom building operations may be found [here](#).

Classroom Building Access

- Individuals entering campus buildings must have completed COVID-19 [attestation and training](#) and abide by the [UChicago Health Pact](#).
- Building access will be controlled by ID card readers. These have been programmed to accept the IDs of instructors and students participating in Autumn Quarter courses in that building. Access lists will be updated regularly to reflect course enrollment changes.
- Building access has been arranged for all TAs previously identified by Departments as expected to be present in the classroom. If you have additional TAs that require building access, please send the Course Information, TA name and the TA's student ID number to Mary Stofcik (mtstofcik@uchicago.edu). Please remember that listed course enrollments do not include TAs.
- If your ID card does not function as expected, contact [registrar@uchicago.edu](#).

Classroom Layouts

- Classroom seating layouts have been adjusted to meet governmental guidelines for physical distance and seating capacity.
- Each classroom will have a sign that shows the furniture layout for the room. To ensure compliance with physical distancing guidelines, classroom furniture should not be rearranged.
- Classrooms or auditoriums with fixed seating will have seats or rows taped off to indicate where people may and may not sit.
- In most classrooms with movable furniture, seats beyond the room's capacity have been removed. In others, seats will be marked either as being available or not available for use.
- Stickers will be placed on or under seating that is appropriately distanced, and tape or signage will note which areas should not be used.
- Questions related to classroom seating layouts or signage may be sent to [spaceplanning@uchicago.edu](#).

Classroom Capacity

- The *classroom capacity* is the maximum number of all people (including instructors, students, and teaching assistants) who can be in each classroom according to public-health guidance.
- The classroom capacities for each classroom are listed [here](#) and on a sign in the classroom.
- Before you admit any non-registered students (including TAs) to your classroom, please check to ensure that the classroom capacity will not be exceeded as a

result.

Classroom Cleaning and Ventilation

- Ventilation specifications in all classrooms have been set according to guidance from the UChicago Medicine’s epidemiology team, the Centers for Disease Control, the American Society of Heating, Refrigerating and Air Conditioning Engineers, and relevant government agencies.
- The University has implemented enhanced cleaning protocols. Cleaning and disinfection of high-touch surfaces is completed in compliance with CDC and State guidance using a hospital-grade disinfectant. Classrooms will be cleaned and disinfected each evening to prepare them for classes the following day.
- Each classroom contains CDC-approved disinfecting supplies, together with posted instructions for use. Students and instructors should use these supplies to wipe down commonly contacted surfaces they will or have used, such as desk/tabletops and seats, before and after use.
- Service requests related to janitorial services may be submitted [here](#) or by calling (773)834-1414

Classroom Safety

- The [UChicago Health Pact](#) requires all members of the campus community to wear face coverings while in University buildings and classrooms.
- Instructors may move around the classroom while teaching as long as doing so is consistent with keeping the requisite distance of at least 6 feet from other individuals. Students should stay in their seats unless directed otherwise by an instructor.
- Eating and drinking are not allowed in the classrooms; this is noted on signage in the classroom.
- While we expect students will follow the rules, it is possible a situation may arise where an instructor may need to address behavior that violates Health Pact guidance. This behavior may include failure to wear a face covering or wearing a face covering incorrectly; disobeying physical distancing guidance; not using seating properly; failure to comply with other COVID-19 classroom or lab protocols. For guidance on how to address and de-escalate disruptions, please review the Promoting Safe Classroom Behavior During COVID-19 section of the [Instructor Guide for Remote and Hybrid Instruction](#) available on the [Teaching Remotely](#) website.
- To report Health Pact violations or safety concerns, please file a report through the [UCAIR](#).

Shared Materials

- Materials such as chalk, dry erase markers, erasers, etc. may be shared so long as individuals are practicing good hygiene by thoroughly washing their hands after use. These materials may be wiped down if desired. As always, instructors may bring their own chalk, dry erase markers, and erasers to any classroom.
- While it is recommended that instructors make their course materials accessible online for students, instructors may distribute handouts during the class period. Each student should have their own individual handout or packet. Students should be reminded not to leave handouts or other materials in the classroom and to thoroughly wash their hands.

Common Areas

- People should not congregate in lobbies, hallways, or other common areas of buildings, but rather should move with purpose to and from classrooms and leave the building promptly after class has concluded.
- Social areas and informal seating in classroom buildings will generally not be available and should not be used, unless specifically marked otherwise.

Audiovisual Technology

- [Academic Technology Solutions](#) has video tutorials for new A/V classroom kits. Each classroom will have written instructions for the video conferencing kit, along with standard A/V rack instructions.
- A list of the A/V equipment that will be present in each classroom is available [here](#).
- For immediate A/V assistance in your classroom, contact Audio-Visual Services at 773-834-4499. They are available Monday – Thursday, 8am-7pm and 8am-6pm Fridays during academic quarters. For equipment reservations or non-urgent requests, please email avs@uchicago.edu.
- If you require additional technical support, please contact your school or divisional IT services. Please see the [list of contacts for local IT support](#). If you typically [contact central IT Services](#) for support, you may continue to do so.

Concerns?

- For any issues regarding Health Pact violations or safety concerns, please file a report through the [UCAIR](#) system.

- To report an emergency, dial (773) 702-8181 (or 123 on campus phones).