



COVID-19 Instructor Checklist

In light of the COVID-19 pandemic, instructors teaching in-person classes are asked to take the following steps to support the health and safety of our campus community.

All members of the university community are asked to refer to the [Titans Together website](#) for up-to-date information regarding policies and safety protocol related to the COVID-19 pandemic. Students who do not follow these policies are violating the standards of student conduct and will be subject to disciplinary action through the Dean of Students' Office. Anyone can report COVID-related concerns about themselves or someone else by completing the [COVID-19 referral form](#).

Faculty teaching in-person classes should also include the Classroom Conduct during COVID-19 statement in course syllabi and review the guidelines with students.

Arrival/Departure

- Arrive to class a few minutes early if possible to allow for sanitizing of workspace
- Conclude class promptly at the end of the scheduled class period or several minutes early to allow for safe passing time in hallways and ingress/egress from classrooms
- Follow current masking protocol.

Physical Space

- Check that disinfecting wipes and hand sanitizer are in stock
 - Contact Custodial Services (313-993-1010) if they need to be refilled
- In rooms or buildings without air conditioning, keep doors and windows open as climate conditions allow. Fans can be placed securely in open windows, blowing out, to exhaust room air
- Encourage students to maintain maximum social distance, when appropriate

Remind students to:

- Disinfect their personal work/seating areas before and after class
- For labs/studios/simulation spaces, follow additional directions from faculty
- Follow current masking protocol
 - Contact Dean of Students via the [COVID-19 referral form](#) if a student refuses to wear a mask when required
- Food is not allowed in the classroom

Classroom Materials

- Distribute/collect assignments, readings, and course materials virtually or in a safe manner (e.g. have materials placed at lab stations in advance of class or direct students to come to the front of class one-by-one to collect necessary materials)

Attendance/Seating Chart

- Keep attendance records for face-to-face classes, in case of student exposure
- Request students sit in the same spot for each class session and record seating chart

Developed by the Teaching, Learning, and Instructional Technology Work Group and the Health, Safety, and Facilities Work Group, in consultation with the MFA.

Approved by Office of Academic Affairs – 7.29.20, updated 1/24/22, posted [here](#).