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 of our campus community. This checklist outlines steps that will help ensure that learning environments are safe and sanitary.

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 5 minutes early if possible
- 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
- Wear a face covering—either mask, face shield, or both—before, during, and after class

**Physical Space**
- Check that desks/workstations are positioned 6 feet apart (floors are marked with dots where desks should be properly placed). Do not move tables or chairs from their designated places.
- Check that disinfecting wipes and hand sanitizer are in stock
  - Contact Custodial Services (313-993-1010) if they need to be refilled
- Keep doors and windows open when climate conditions allow

**Remind students to:**
- Disinfect their desk and chair before and after class
- For labs/studios/simulation spaces, follow additional directions from faculty
- Maintain social distancing, including when entering and exiting the room/building
- Wear face coverings at all times in the classroom and hallways
  - Contact Dean of Students (313-993-1028) if a student refuses to wear a mask
- Food is not allowed in the classroom

**Classroom Materials**
- Distribute/collect assignments, readings, etc. virtually when possible (no paper)
- Distribute lab materials safely (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 to 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 McNichols Faculty Assembly.

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