

Fall 2020 and Spring 2021 Classroom Use Procedures

Non Fixed Seating

(Seats are NOT to be rearranged as that will interfere with designated seating locations and maintenance of social distancing)

Arrival

Faculty

- Door should be left propped open by the previous class.
- Wear a facemask or face shield and remind students to wear face masks. Have some extras in case students forgot to bring their masks.
- Take a disinfecting wipe upon entering and wipe down your work space and discard wipes in trash can at the end of class
- Using a hand wipe, close the door once class begins.

Students

- Wearing a face mask, take a disinfecting wipe upon entering the classroom and select a designated seat that is **farthest** from the room's entrance.

- Wipe down your work space and discard wipes in the trash can.

Departure

Faculty

- Using a hand wipe, prop open the door so students don't have to touch the knob.
- Ask students closest to the exit to leave first to maintain 6 ft distancing

Students

- Those closest to the exit leave first while maintaining 6' distancing.

Faculty/Student follow-up discussions

- Since classrooms need to be vacated at the scheduled end-time to prevent overcrowding by students asking questions of faculty and incoming class students, faculty should make a special effort to end right on time. If students are expected to ask questions after class, faculty need to incorporate this time into their course so as to not go over the allotted time.

Non Compliance

Faculty

- Faculty are responsible for encouraging students to follow the the university's safety protocols.
- If students refuse to comply, faculty should notify the Office of Student Conduct (conduct@uta.edu , 817-272-2354). Faculty may end class immediately and leave the room.

Fixed Seating

(Same procedures apply as non-fixed with addition of red text)

Arrival

Faculty

- Door should be propped open by either custodial staff or the previous class.
- Wear a facemask or face shield and remind students to wear face masks. Have some extras in case students forgot to bring their masks.
- Take a disinfecting wipe upon entering to wipe down your work space and discard wipes in trash can at the end of class.
- Using a hand wipe, close the door once class begins.

Students

- Wearing a face mask, take a disinfecting wipe upon entering the classroom and select a designated seat that 1) is **farthest** from the room's entrance and 2) **has a center-most location (like a movie theater) so incoming students don't have to walk around other students to fill the remaining center seats.**
- Wipe down your work space and discard wipes in the trash can after class.

Departure

Faculty

- Using a hand wipe, prop open door so students don't have to touch the knob.
- Ask students closest to the exit to leave first to maintain 6 ft distancing

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