FALL 2020 PREPARATION FOR TEACHING CHECKLIST FOR INSTRUCTORS

If teaching wasn’t hard enough, there are so many new, additional things to know in the COVID-19 environment. We provide this handy checklist for instructors to help you keep track of key, non-academic aspects to keep your teaching environment healthy.

Before you go to class (From the Provost’s guide for preparing for the start of class).

☐ Indicate your health status (each and every day) by means of the Daily Symptom Checker: https://covidrecovery.colostate.edu/daily-symptom-checker/
☐ Obtain your own face coverings (Department Office will have spares)
☐ Face shields are ok for use under limited circumstances only; they are not a replacement for a mask, which is required while teaching. More information is at https://covidrecovery.colostate.edu/living-and-learning/covid-19-information-for-faculty-and-staff/ (available from Department/College)
☐ If you will be using a microphone, make sure that you have arranged to pick up your own mic or understand how to use the broadcast mic in the room.
☐ Review the COVID-19 Public Health Requirements video
☐ Know the specifics of your classroom Pandemic Preparedness Team approved physical distancing layout, exit and entry plans if there is more than one door.
☐ Use verbatim language in your syllabus from the Provost’s Guide.

In the classroom

☐ Wear your face covering when in the classroom. You may wear a plastic face shield in some circumstances. See these guidelines
☐ Facilities Management and the Pandemic Preparedness Team have prepared your classrooms. DO NOT move furniture or seating unless you are in a lab or studio.
☐ Disinfecting supplies will be located in or near your classroom
☐ Expect students to follow public health requirements (masks, follow posted instructions, clean their seating areas) when they are in the classroom.
☐ Remind students not to eat in the classroom. Students may pull their mask down briefly to take a drink.
☐ Use the seating chart provided at this link https://covidrecovery.colostate.edu/seating-charts/.

Preparing for Classroom/Course Situations

☐ Know what to do if a student isn’t wearing a mask. Use these scripts.
☒ Guidance for when a student or colleague tells us that they have COVID or have potentially been exposed is here.

Aug. 20, 2020