Guidance for In-Person Instruction at UCR for Fall 2020

This memo includes important information for instructors who have been approved for in-person instruction (on or off campus) with a remote option for the fall 2020 term. It does not apply to research units, clinical instruction, internships, or individual study and other similar 1:1 courses that do not require a remote option. Refer to the Campus Planning Framework and the Return to Campus Guide for face-to-face meeting standards for such courses.

UCR is currently in phase 2 operations. Assuming conditions remain relatively stable heading into fall quarter, you may elect to use your approved instructional space in accordance with all applicable campus standards for in-person instruction under COVID-19. These standards include those in the Campus Planning Framework, the Return to Campus Guide, and the Instructional Continuity Plan. It is your responsibility to understand and uphold the standards.

Previously you completed an in-person instruction proposal form and acknowledged that you understand and, where applicable, agree to uphold the following:

- Face-to-face activities are limited to 30 participants at a time, regardless of the size of the venue (including off-campus and outdoor locations).
- At least 6 feet of social distancing must be maintained between all participants during face-to-face activities.
- Assigned seating and attendance tracking are required for in-person courses.
- Every in-person participant, including students, instructors and guests, must wear a cloth face covering.
- Every in-person participant, including instructors, students and guests, must use hand sanitizer when entering the classroom.
- Every in-person participant must disinfect their personal space (e.g. chair, desk) upon entering using wipes provided in each active classroom. Used wipes must be placed in a trashcan for subsequent removal. Other cleaning products should NOT be used as these may damage materials.
- Instructors are strongly recommended to avoid attendance-based grading to reduce pressure on students to attend class when they are not feeling well or should be isolating.
- Instructors are strongly recommended to inform participants at the start of the term, and to document in their syllabus, that non-compliance with COVID-19 health and safety standards during instructional activities will be considered disruptive under the UCR Standards of Conduct.
- Instructors will not require any student to participate in-person. Instead, a remote option must be available to accommodate students who cannot participate in-person for any reason. The remote option must be described in the course syllabus, and must allow students to effectively satisfy the course requirements without attending any face-to-face meetings.
- Instructors must uphold the instructional safety standards. No one may participate in face-to-face activities unless they comply with the safety standards. A face-to-face activity should be canceled if any standard cannot be met.
- The instructor of record must revert to remote-only instruction immediately if they become unable to uphold any safety standard or if the campus revises the instructional phase such that face-to-face activities are no longer allowed.
- All participants should be encouraged to report any public health concerns to the campus administration.
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The following FAQs are meant to help you uphold these standards and resolve issues as they arise. If you have additional questions that are not answered below, please contact your department chair first and then escalate your question as needed to your dean and subsequently to the Provost.

**How should I respond when things inevitably don’t go according to plan?** Despite your best efforts and those of your students, things may go wrong. If they do, hopefully it will be a brief delay and minor disruption before you are back up and running again. Be flexible and cut yourself and your students some slack. None of us, with the possible exception of our newest colleagues, expected to be teaching during a pandemic when we came to UCR. But we all expected to be part of an inclusive, supportive and understanding community. Lead with compassion, be adaptable and reasonable as circumstances change, and allow yourself to be less than perfect when things happen that you can’t control.

**Who will contact my students about face-to-face meetings?** It is your responsibility to contact your students and inform them about opportunities to meet face-to-face and about the remote option for your course. Class lists in iLearn should be finalized after September 10. You may find that you have excess demand for seats in your assigned classroom. If so, you will need to determine the criteria you will use to select the students who are allowed to attend in-person. These criteria may include things like each student’s home learning environment, visa status, and other factors affecting the impact on a student if they are not allowed to attend in-person.

**Who will inform my students about their health and safety responsibilities?** It is your responsibility to inform your students of their responsibilities. This document includes a suggested form for you to review with your in-person students and for each of them to sign and return to you. If your course has any special considerations not addressed by this form, please modify the form accordingly to ensure students are aware of all of their responsibilities. It is also strongly recommended that you document in your syllabus that student non-compliance with COVID-19 health and safety standards or with related directions from the instructor is considered a violation of the [UCR Standards of Conduct](https://www.ucr.edu/policies/26000.html).

**How will data from the daily symptom survey for students be used?** Student Health Services will monitor data from the daily symptom survey, and their medical team will follow up with any students who are “red flagged” for various reasons. Instructors are not required to use or monitor the survey data for their students, but may do so, if desired. For example, you may ask your students to insert your email address into their survey form, in which case you will receive an email stating whether the student is approved or not approved to be on campus each day. You also may check each student’s own email receipt at the classroom entrance on a mobile device. In either case, you may ask a student not to participate in face-to-face activities if they have not completed the survey or if they are not approved to be on campus. Note that sometimes email receipts can take up to an hour to be generated, so please advise students to complete the survey well before your class starts. Instructors should not ask students to reveal any personal health information beyond the email receipt. If you need help addressing a situation involving a student and their health status, please contact Danielle Bowers in Student Health Services at SHScovidhotline@ucr.edu or (951) 827-3031 for assistance.

**Whom should I contact if my classroom runs out of hand sanitizer or disinfecting wipes, or if I have concerns about cleanliness?** Facilities Services at facilities@ucr.edu or 951-827-4214 (M-F, 8a-5p).
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**How can my student get a face covering?** If a student does not have an acceptable face covering and would like to get one, they should contact UCR’s Health Education and Health Promotion department in The Well at thewell@ucr.edu.

**What should I do if a student claims a medical exemption from wearing a face covering?** Contact Student Disability Services for guidance.

**Can I get some extra face coverings to hand out to students if they come to class without one?** The Well has additional face coverings for faculty members teaching in-person classes to distribute to students who come to class without one. Please fill out this online form to request additional face coverings to have on standby for your in-person class.

**How can I obtain a face shield for teaching?** Face shields will be made available from EH&S on a first come, first served basis and limited to one per requestor. Contact ehspublichealth@ucr.edu for assistance and consultation. During phase 2 operations, a face shield may be used in instructional settings where there is expected to be prolonged close contact (less than 6 feet) between the instructor and learners. However, close contact should be the exception and should be limited to 15 minutes or less whenever possible. During phase 2 operations, a face shield must be worn with a face covering (mask) – it is not considered a substitute and it should not be used alone unless there is a documented medical need and an approved accommodation from Human Resources.

**Can I invite a guest speaker to participate in-person?** Per the Governor’s August 7 guidance, in-person activities involving external groups or organizations – especially with individuals who are not from the local geographic area – are not allowed at this time.

**Can my class meet face-to-face if any of the safety standards are not upheld, even if just for one day?** No. If you are unable to uphold any of the safety standards, even for just one class meeting, you should cancel that class and resort to remote delivery until you are able to uphold all of the safety standards.

**What should I do if I’m unable to uphold any of the instructional safety standards?** Generally, you should ask individuals not to participate, or cancel a face-to-face activity, if the issue cannot be resolved immediately. For example, if your classroom has insufficient hand sanitizer or disinfecting wipes, or if you have other concerns about cleanliness, you should cancel the face-to-face activity and contact Facilities Services. If a student does not have a mask, you should ask them to leave until they can obtain a mask. If you have more than 30 in-person participants, you should ask some of them to leave. If a student or other in-person participant (such as a TA) fails to comply with any of the safety standards, you should ask them to leave. If anyone refuses to leave, you should cancel the face-to-face activity and file a report with Student Conduct and Academic Integrity Programs here (for undergraduates), or contact Associate Dean Ertem Tuncel in the Graduate Division at ertem@ee.ucr.edu (for graduate students). Student non-compliance with COVID-19 safety standards or with related directions from the instructor is a violation of the UCR Standards of Conduct and will be adjudicated accordingly.

**What else can I do to help reduce the risk of COVID-19 transmission in my classroom?** The Governor’s guidance to institutions of higher education includes these recommendations: (1) Introduce as much fresh outdoor air as possible, such as by opening exterior windows. (2) Limit the use of shared objects.
Assign each student their own supplies, or disinfect between use. (3) Implement procedures for turning in assignments that minimize contact.

**How can I report a COVID-19 or public health related concern?** A link to an online intake form can be accessed from this website: [https://ehs.ucr.edu/coronavirus](https://ehs.ucr.edu/coronavirus). Submissions are anonymous unless the submitter provides their contact information. Please encourage your students and other in-person participants to help protect the health of everyone on campus by using this form.

**Who will inform me of any changes to in-person instruction protocols?** The Provost’s Office will monitor public health conditions and relevant guidelines and recommendations closely, and will notify you of any changes to in-person instruction protocols including curtailment. It is possible that such changes may happen quickly, but we will work to provide as much advanced notice as possible.
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Student Acknowledgement of Individual Health and Safety Responsibilities for In-Person Instruction during COVID-19

COVID-19 is a public health threat and therefore each person who participates in in-person instruction has a responsibility to uphold health and safety standards designed to reduce public health risk.

As a voluntary participant in in-person instruction during the Fall 2020 term at UCR, I understand and agree to uphold these health and safety responsibilities.

1. I will not participate in a face-to-face activity if there are more than 30 total participants.
2. I will maintain at least 6 feet of social distancing between myself and all other participants during face-to-face activities.
3. I will comply with assigned seating and attendance tracking requirements for face-to-face activities.
4. I will wear a cloth face covering over my nose and mouth during face-to-face activities.
5. I will use campus-provided hand sanitizer when entering the classroom for a face-to-face activity.
6. I will use campus-provided disinfecting wipes to disinfect my personal space (e.g. chair, desk) prior to participating in a face-to-face activity. I will place used wipes in a trashcan for subsequent removal by the campus.
7. I will complete the daily symptom check survey and I will not participate in any face-to-face activities unless I receive clearance to do so from the survey.
8. I will report any public health concerns to the campus administration using the online intake form that can be accessed from this website: https://ehs.ucr.edu/coronavirus.

I also agree to follow all related directions from my course instructors. I understand that failure to comply or follow directions will be treated as a disruption under the UCR Standards of Conduct and may result in the loss of my in-person instruction privileges and other negative consequences.

____________________  ______________________  ______  __________
Printed name        Signature      Date       Course