Instructor Information for Autumn Semester 2020

Welcome Back to Campus!
The Glenn College community would like you to feel as supported as possible while you prepare to teach in person this autumn. The sections that follow have been curated from multiple resources in an attempt to succinctly and clearly provide you with useful information in one place. For each topic, additional info is available at,

- Safe and Healthy Buckeyes
- Safe and Healthy Buckeyes: Teaching
- Keep Teaching OSU
- Keep Learning OSU

1. Classroom Protocols

   Cleaning
   Classroom instructors are expected to clean all instructor-shared resources (e.g. keyboard, mouse, screen switches, podium, etc.) before use. Cleaning them again after use is recommended as well but not required. Spray bottles and paper towels will be provided for Glenn College-operated classrooms in Page Hall. All other University classrooms will be stocked with cleaning supplies.
   - Custodial staff will clean high touch areas twice daily and fully clean the classrooms each night.
   - Students are expected to clean their seating area upon arrival, before use.
   To learn more about classroom cleaning, see Safe and Healthy Buckeyes: Teaching.

   Audio & Video
   The use of microphones and video recording equipment will vary depending on course design but the A/V equipment in Glenn College-operated classrooms in Page Hall has been tested and new user instructions posted in each classroom. Smaller University-operated classrooms have been equipped with microphones. For use in larger classrooms, wired and wireless voice amplifiers are available for instructors to reserve for the duration of the semester. Instructors using this equipment would bring it with them to each class. Contact ODEE to request a device.
   To learn about general use of classroom audio/visual equipment, visit the playlist on the ODEE Keep Teaching YouTube Channel. Instructions for A/V equipment in other campus buildings may be provided in classrooms but instructors are encouraged to arrive a bit early the first day to become familiar with the classroom equipment. Information about each of the reconfigured rooms can be found at ODEE: Classroom Search.

   Assigned Seats
   In some classrooms, seating has been removed to facilitate physical distancing. In other classrooms, seats that may be occupied are marked with stickers. The seating configurations adhere to the University's social distance requirement of 30 square feet per student. For contact tracing purposes instructors should document where the
students sit during each class meeting. For larger classes, the University recommends passing around a seating diagram and asking the students to add their names.

- To learn more, visit Safe and Healthy Buckeyes: Teaching.
- For information about seating in a variety of classroom types (e.g. tablet arm seating, tables and chairs, lecture halls, and computer labs) visit: Safe and Healthy Buckeyes: Classrooms.

Assignment Submission
The University recommends that assignments be submitted electronically, not in hard copy. This reduces the burden on students who do not have their own printer. It also increases flexibility for students who are trying to stay caught up while quarantined or recovering from illness.

Zoom Considerations
Each instructor has the freedom to determine how Zoom will be used for their in-person course(s). Based on your subject and course design, you may choose to allow students to Zoom into your in-person course when they cannot attend in person. Some questions to answer and communicate to students are,

- Will a Zoom option be available this semester? If so, will it be a regular or periodic occurrence?
- Is anyone allowed to Zoom in for class as needed or do students need to discuss/seek instructor approval ahead of time?
- If you have students participating via Zoom, remember to repeat questions into the microphone. Additionally, instructors should remain somewhat stationary throughout class to maintain physical distancing and make it easier for Zoom participants to remain engaged.

Other Considerations
- Students, staff, and faculty are all facing unique challenges that require increased flexibility.
- To learn how to support students who report Internet connectivity concerns, visit Keep Learning: Internet Access.
- The University is strongly encouraging guests and guest lecturers to virtually participate in classes and meetings instead of coming to campus.
- To promote safety during an emergency, social distancing requirements may need to be relaxed for tornado or shelter-in-place situations but the face mask requirement will remain in effect at all times.

2. Face Mask Guidelines and Buckeye Pledge Compliance
Syllabus Statement
OSU has provided the following example syllabus statement addressing mask wearing expectations,

“Health and safety requirements: All students, faculty and staff are required to comply with and stay up to date on all university safety and health guidance (https://safeandhealthy.osu.edu) which includes wearing a face mask in any indoor space and maintaining a safe physical distance at all times. Non-compliance will be warned first and disciplinary actions will be taken for repeated offenses.”

Replacement Masks
The Glenn College is providing instructors with a small supply of masks for the semester. These should be kept on hand and given to students who occasionally forget a mask. Please remember to sanitize your hands before handing out a replacement mask. If needed, additional masks may be requested by contacting Danny Lam (lam.85@osu.edu).
Face Mask Compliance
All students, faculty, staff, vendors, volunteers and visitors are expected to comply with the mask requirement. The process for addressing someone who is not wearing a mask is,

- **Step 1**: Introduce yourself and encourage the person(s) to introduce him/her/their self. Politely ask if the person(s) is aware of the university mask mandate.
- **Step 2**: If person(s) forgot a mask, direct them to the locations designated by the college or department (e.g., instructors, hall or building location for first two weeks, more centrally designated location thereafter) where they may obtain a mask.
- **Step 3**: Remind the person(s) of the university Together As Buckeyes Pledge. Explain that we all have an obligation to ensure that the whole group is in a safe environment. If the person(s) continues to refuse, simply ask them to leave the facility, bus or other location requiring a mask. Let them know they are welcome back when they are prepared to follow the pledge. In a classroom setting, the instructor may decide to dismiss the class and indicate when the class will reconvene.
- **Step 4**: If refusal to comply continues:
  - A known student should be reported to Student Conduct for possible action.
  - A known faculty or staff member should be reported to their supervisor. Corrective measures may range from additional training and informal coaching up to formal disciplinary action. Formal corrective action/measures should be pursued only as a last resort and when it is clear that there is intent and/or neglect that causes a serious health or safety concern. If supervisors have any concerns about an employee’s behavior, they are encouraged to work with their college/unit HR representative or HR Employee and Labor Relations.
  - Clearly identified contractors (e.g. construction or contracted custodial/maintenance) refusing to comply should be reported to Facilities Operations and Development. The university may require any person/contracted worker who does not comply with mandates to be dismissed from a project.
  - When an individual’s identity is unknown, accountability measures will be limited. The goal is to achieve 100% adherence to the mask requirement by promoting a culture of caring and shared responsibility.

To learn more, visit Safe and Health Buckeyes: Face Mask Compliance Guidelines.

3. Instructor/Student Meetings

Office Hours and Regular Meetings
Instructors are encouraged to hold office hours and regular student meetings over Zoom. Meetings that must take place in person should adhere to the facemask and social distancing guidelines.

Unique Circumstances
In the event that an instructor must meet with a student who has an approved mask exemption, the Page Hall 040 classroom may be used to social distance without masks. Instructors have BuckID swipe access to this room. The room is available during the daytime and evenings except Tuesdays 11:10 AM – 1:00 PM.

4. Class Continuation Plans

Quarantine
If you need to observe a 14-day quarantine period, your course should be moved online for those two weeks. Synchronous Zoom sessions can be held during the regular class meeting days/times with planned in class activities modified or changed to accommodate the distance delivery format.
Instructor Illness
Designate a backup (a TA or colleague) who would be prepared to cover your course(s) in case of illness or needing to care for an ill family member. If there is another section of your course being offered, check with that instructor to see if they will agree to cover your course. In the event that your backup becomes unavailable, contact Regina Robinson-Easter (robinson-easter.1@osu.edu) to arrange to have one of the Deans cover your course.

Preparing for Unexpected Circumstances
All instructors are required to put the syllabus, assignments, and grades on Carmen. Instructors are encouraged to keep up with grading in case a substitute instructor is needed during the semester. Beyond this, the earlier that each module, lecture, assignment, and activity is set up in Carmen, the better.

- To this end, initially focusing on building the module framework (weekly topics) for the semester, and framing the assignments and gradebook may be the most useful way to start. Module content can be added later.
- Identify a prior year course shell that could serve as a guide for a backup instructor.

For additional planning considerations, visit Keep Teaching OSU: In-Person Planning Strategies.

5. Ongoing Student Support
Mental Health
The current state of the world has added increased stress for everyone. Additional understanding, flexibility, and accommodations may be necessary this semester as students may be more susceptible to anxiety, depression, and other mental health conditions. The Ohio State University has many mental health and wellness resources available to assist students, staff, and faculty. The required syllabus language provides information about these resources and how to access them but it might be a good idea to periodically reiterate that they are there and should be pursued as needed throughout the semester. To learn more, visit OSU Counseling and Consultation Services.

No Buckeye Goes Hungry
Another ongoing issue is food insecurity among students. The Ohio State University is committed to ensuring that all students have access to adequate and healthy food. Any undergraduate or graduate student with a BuckID may confidentially use the Buckeye Food Alliance food pantries. No proof of need is required. There are two food pantry locations:

- West Campus: Lincoln Tower. Doors are locked - call 614-688-2508 upon arrival.
- North Campus: St. Stephens. Look for the Buckeye Food Alliance (BFA) sign on the southwest corner of the building.

To learn more, visit The Buckeye Food Alliance.

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