

# Fall 2020 Teaching FAQ

Guidance as of August 18, 2020

## Classroom Safety and Hygiene (UA Guidance as of 8/18/20)

### **Q: What sort of face covering am I required to wear?**

A: Cloth face coverings made of common materials such as cotton that cover the mouth and nose and can be re-worn after proper cleaning are appropriate to wear on campus. Use of medical-grade N95 masks will be required for certain employees, including student employees, who are in situations where they are likely to come in contact with someone diagnosed with COVID-19, like clinical settings.

### **Q: Will the University provide face coverings to students?**

A: Yes. The University will provide two cloth masks to each student. A distribution plan will be announced in the coming days.

### **Q: Am I required to wear only UA-issued face covering?**

A: No. Students, faculty and staff are not required to wear only UA-issued face coverings. Cloth face coverings made of common materials such as cotton that cover the mouth and nose and can be re-worn after proper cleaning are appropriate to wear on campus.

### **Q: Am I allowed to remove my face mask while teaching?**

A: You can remove your face mask if-and-only-if everyone else in the classroom is wearing a mask and you are clearly more than 6 feet away from everyone else at all times. However, it is still better to wear your mask while teaching.

### **Q: How will the students hear me through my mask?**

A: Each faculty member is being issued a lavalier microphone wire that they can plug into the classroom receiver. Instructors are responsible for both bringing the cord and taking the cord away.

### **Q: How will students know where they can sit?**

A: The unavailable seats will be marked as such.

**Q: Do students have to wear masks?**

A: Yes, at all times. If they have a health concern that prevents them from wearing a mask, they should participate remotely.

**Q: What do I do if students won't wear masks properly?**

A: If a student is not wearing a face mask, direct them to leave and where they might go to get a face mask (10 Bidgood, e.g.) and to join the class remotely for that day. If the student refuses to leave the classroom, we want you to cancel class for that day rather than risking everyone's health. Report the student's misconduct to Student Affairs. Do not contact UAPD to enforce unless the person is a non-compliant campus visitor.

How you can respond to a non-compliant individual:

1. Remind the individual of the mask requirement in a non-confrontational way.
2. Tell them where they can obtain a mask
  - a. Bidgood Hall, Student Services Suite 10
  - b. Gorgas Library, Campus Drive Entrance
  - c. Student Recreation Center, Front Desk
  - d. Ferguson Student Center, Information Booth
3. Ask them to leave the room until they can comply.
4. Instructors may choose to suspend or delay class, and/or refer the noncompliant student to Student Conduct.
5. If you're unable to defuse and resolve the situation on your own, or if anyone feels their safety is threatened, contact UAPD or another appropriate official.
6. Campus visitors not wearing masks can be reported directly to UAPD or another appropriate official; it isn't necessary to confront them directly.

**Q: Can I hand out paper?**

A: Please try not to distribute any paper during the semester. Syllabi can be posted online and tests can also be given digitally via Blackboard or with emailed captured pdf images (using apps like Adobe Scan, which is available for free to all students).

**Q: How will we reduce publicspace congestion in between classes?**

A: In CCB buildings, please observe the following classtime changes:

- If your class meets in a odd-numbered room, or in BD 110, 210, or 310: please end your class 5 minutes earlier than scheduled.
- If you class meets in an even-numbered room (except as noted above), please start your class 5 minutes later than scheduled.

**Q: Do I need to ensure that students have been tested for COVID on the first day of class?**

A: Yes, you should confirm with the students that they have all completed TEST + TRAIN + CHECK.

**Q: Do I need to ensure that all students in attendance have a “green check” on their UA Healthcare app?**

A: Yes, but you do not have to check students one-by-one as they enter the classroom; it is okay to just ask everyone to raise their hand to indicated that they’ve done UA Healthcheck that day and that they have a green check.

## Positive Covid-19 Tests (UA guidance as of 8/18/2020)

**Q: If a student or employee tests positive, who will be informed and through what mechanism?**

A: To report a positive Covid-19 test, call the UA hotline at 205-348-CV19 (2819). Reports of positive tests will be routed through the COVID Support Program’s Hotline and their case management process. The Hotline staff will have access to clinical expertise in the Student Health Center and/or University Medical Clinic. This data is not directly accessible to UA personnel and should not be requested from the University’s COVID Data Governance Team. Students are responsible for informing their instructors, and employees are responsible for informing their supervisors, if they are directed into a self-isolation or self-quarantine protocol by the COVID Support Program.

**Q: If a student tests positive, will other students in that students’ classes and/or their instructors self-quarantine?**

A: No. We are assuming that all students are social distancing and wearing a mask in class. A student that tests positive should not have been in a position to put classmates or instructors at risk. If in the course of the COVID Support Program’s exposure notification process a student is identified as having been within six feet of others for more than 15 minutes without a mask (e.g., while socializing or studying together), the affected persons will be contacted by the COVID Support Program and asked to self-quarantine, and to inform their instructors/supervisors that they will be absent from class/work.

**Q: If an instructor is teaching a face-to-face or hybrid class, can he or she switch to synchronous online at any time?**

A: No, the instructor must continue to conduct the class in the announced format unless instructed to do otherwise by the University.

## Instructional Format

**Q: Can I change the instructional format of my class?**

A: No faculty member will change the instructional method in their course without prior approval by the Provost.

## Students Requesting Remote Instruction for a Face-to-Face or Hybrid Class:

**Q: A student requests to remotely participate in my face-to-face or hybrid class. What do I do?**

A: Instruct the student to contact their advisor, who will verify the validity of the request. Once validated, the student may be transferred to another online section of the same course (if one is available). If an online section is not available for a validated remote participant, you will need to work with that student to ensure that they can fully participate remotely.

**Q: Do I need to livestream my face-to-face or hybrid class?**

A: You should livestream your class if you are aware of approved students who need to participate remotely.

**Q: Do I have to record my face-to-face or hybrid class lectures?**

A: If you are comfortable with your pre-recorded lecture content, then you do not have to supplement it with recordings of your live lectures.

## Attendance:

**Q: Will there be assigned seating and seating charts provided?**

A: No.

**Q: Can I require attendance?**

A: Yes, provided that you also provide reasonable alternatives available for students who are excused due to sickness or other ODS-sanctioned reasons.

**Q: Do I have to require attendance?**

A: No, please try not to create incentives where students would want to come to class even if sick or suspicious that they might be sick.

**Q: What do I do about students who request to take my face-to-face or hybrid class online once the semester has begun?**

A: We are waiting for guidance on this issue. Stay tuned.

## Livestreaming and Recording Classes:

**Q: Do I need to livestream my face-to-face or hybrid class?**

A: You should livestream your class if you are aware of approved students who need to participate remotely.

**Q: Do I have to record my face-to-face or hybrid class lectures?**

A: If you are comfortable with your pre-recorded lecture content, then you do not have to supplement it with recordings of your live lectures.

**Q: How can remote students interact with me or with other students if I am livestreaming?**

A: Zoom is the best option for synchronous interaction with remote students. You can either monitor Zoom from the podium or assign a student to bring remote issues to you in the live setting.

**Q: Can I use the physical whiteboards if I am livestreaming a class?**

A: The whiteboards will not show up on the classroom's webcam, so please use a document camera and pens/markers on paper or use the stylus and digitizing tablets instead of the physical whiteboards.

## Hybrid Classes:

**Q: How do we choose which students will attend which sections?**

A: Prior to the start of the semester, split your class in half alphabetically, randomly, or using any other method and alert students which days they should expect to physically attend class.

## Exams

**Q: How should I give exams without paper?**

A: Choices include:

- Asking each student to bring a laptop for the exam, either posting questions on the screen/whiteboard, and emailing them.
- Ask students to bring their own paper and install Adobe Scan or some other pdf generator on their phones. Then they can email you the completed exam or post it to Blackboard.
- Give Blackboard exams live. Have students use the Lockdown Browser and Respondus Monitor to deter cheating.
- Have students join a zoom session and monitor their video feed for potential cheating.

## Semester Schedule

**Q: What changes have been made to the Fall 2020 academic calendar?**

**A: The following changes have been made:**

- There is no fall break
- No classes will be held during the week of Thanksgiving (Nov 23 - 27)
- Classes will be held during the week of Nov 30 – Dec 4. They will be held remotely for all classes, even those scheduled as face-to-face and hybrid.

**Q: Do finals need to be given at their regularly schedule time?**

A: Yes. Final exams are to be given remotely during the regularly scheduled final time.

## Zoom

**Q: How do graduate students get pro Zoom accounts?**

A: Contact John Baker and he will set up a cba.edu email address for the graduate students, then they can go to <http://iits.uasystem.ua.edu/zoom.html>

**Q: Where do Zoom Cloud recordings get stored?**

A: Zoom Cloud recordings are available on your Zoom account. Login at [zoom.us](https://zoom.us); click My Account, then choose Recordings (which is the 4th menu option on the left-hand side of the screen). If you choose to save to the Cloud, Zoom will email you when the files are processed and available. You can

then choose to download the files (if you want to do further editing in Panopto, for example, or if you want to upload them as is to Blackboard or YouTube) or Zoom gives you a shareable link and password to share the file directly with your audience.