



Faculty and Staff COVID Protocols Quick Reference Guide

- A face covering must be worn at all times.
 - When alone in an office or classroom, face coverings may be removed but should be easily accessible and must be worn when someone enters your space.
- A distance of six feet must be maintained during all classroom and office interactions.
 - When a distance of six feet cannot be maintained, a face shield must be worn in addition to a face covering.
 - When waiting in line, such as during lunch, transition periods, evacuations or COVID testing, please maintain six feet of physical distance at all times.
 - If you are filling in for a faculty member in a classroom setting and cannot maintain six feet of distance from students, you must wear a face shield.
- When entering or exiting any space, you must sanitize your hands by using hand sanitizer or by washing them.
- Always adhere to the posted maximum occupancy limits in bathrooms.
- Windows in classrooms — and other spaces — should be opened when you first enter a space and closed when leaving for the day.
- If your space has an air purifier it must be turned on AUTO mode (or high speed if you prefer) at all times. These units should never be turned off under any circumstances. If you experience an issue with a purifier, please email Geoff De Santis. Reminder: The air in any space with an HVAC system is filtered through the HVAC.
- If eating in a space with others who are six feet apart, continue wearing your face covering unless you are actively eating or drinking. The face covering should remain on your ears and/or head (do not completely remove it) while eating.

- If at any time you are not feeling well, contact Katie Coleman immediately. The same applies to students under your supervision; if at any time a student is not feeling well, please refer them to Katie Coleman.
- Classrooms are set up so that all students are facing the same direction. Classrooms may not be reorganized in a circle, and classes may not be held in a circle outside a traditional classroom setting.
- Cross-cohorting is not permitted. Students from different cohorts cannot be together in the same indoor room. Students from different cohorts may be six feet apart from one another outdoors if a proper distance can be maintained for all interactions.