

COVID-19 Operations Plan
Courses and COVID-19-related Policies
August 10th, 2020

Classroom Space and Mobility

1. Faculty must follow space and capacity guidelines as established by the University at all times, including in class and when entering and exiting the classroom.
2. Faculty must use the classroom assigned to their class by the registrar.
3. Faculty must start and end class at the time assigned by the registrar. Within the scheduled mod time, faculty may divide the time to meet with two different groups of students by adding an additional end and start time during the scheduled class time.
4. Location of classroom furniture will be marked with floor tape. Classroom furniture may not be moved from their designated location. All chairs and desks should be facing forward, though they may be turned so that students face each other, when deemed appropriate by the professor.
5. Students will stay in the same seat all semester. Faculty must record the seats students have chosen on a seating chart to use for the rest of the semester. Faculty must send a copy of the chart to Academic Affairs (CAS) cas-academic-affairs@bethel.edu or to their dean if in CAPS, the Seminary, or GS by the attendance reporting date.
6. Students must wear masks entering or leaving the room and at all times in the room. If students come to class without a mask or take off their mask, the faculty member must tell them to leave. More information about disability related accommodations regarding masks will be forthcoming.
7. Students are responsible for using the provided materials to wipe down their desks and chairs when they enter the classroom.
8. For labs and studios, distancing of less than 6 feet is permitted, if the following policies are followed:
 - a. students must use the same seat and must have the same lab partners throughout the semester;
 - b. a mask and face shield are required at all times when students are closer than 6 ft., unless the faculty member has determined that wearing the mask would create a safety issue;
 - c. students are responsible for using the provided materials to wipe down their equipment and work station before using it;
 - d. the amount of uninterrupted time students spend less than 6 feet from each other or from faculty should be limited as much as possible.
9. Floor tape will be used to mark off space faculty can use when lecturing. Because it is not possible to lecture while wearing a mask, faculty may remove their mask to lecture and must instead wear a face shield.
10. As much as possible, faculty should stay in this designated space when in front of the classroom to preserve social distancing. Faculty must wear face coverings (face shield or mask) at all times, and masks when moving outside of the taped area, working with students, or entering or leaving the room.
11. CAS faculty must include in their syllabi the following statement about mask and space requirements for students.

CAS Syllabus note for labs and studios: Students must wear masks entering or leaving the room. Masks **and** face shields are required at all times when students are closer than 6 ft., unless the faculty member has determined that masks would create a safety issue. Face shields may be removed to use a microscope. The amount of uninterrupted time students spend less than 6 feet from each other should be limited as much as possible. Students must stay in the same seat and must have the same lab partners throughout the semester. Classroom furniture must not be moved. Students are responsible for using the provided materials to wipe down their equipment and work area before using them.

CAS Syllabus note for all other classes: Students must wear masks entering or leaving the room and at all times in the room. Students must sit in the same seat throughout the semester. Classroom furniture must not be moved, though students may turn and face each other when given permission to do so by the professor. Students are responsible for using the provided materials to wipe down their equipment and work area before using them.

Instructional Policies

12. Guiding principle: Faculty engagement with students is essential to instruction, and will look different in a modified F2F environment than in a traditional setting.
13. Modified F2F: Faculty must design courses so that all learning objectives can be accomplished online, and use classroom F2F time to augment learning and foster a learning community. Faculty are strongly advised to use the resources found on the [Covid-19 and Teaching website](#), and to seek help as needed from the Faculty Development team and from Academic Development.
14. Course objectives must be able to be met by all students. Faculty must design their courses so that students physically present in the classroom as well as those students learning remotely can meet these objectives.
15. Course design should include some class sessions throughout the term that allow students learning remotely to engage with their faculty and other students in real time (synchronously) via Zoom. Courses must be designed to ensure that all students regularly engage with their faculty and their peers and are part of the class learning community.
16. It is possible class sessions may include activities that engage students learning remotely and students physically present in different ways.
17. Faculty when teaching must meet regularly with students in a F2F format. For courses held in campus classrooms, this means physical F2F; for courses taught online only, with scheduled class times, this means virtually F2F through zoom. Faculty should establish a regular course rhythm so that expectations are understood and activities are predictable for students.
18. Faculty must use Moodle as the launching platform for all online class activity. ITS will compile a list of recommended instructional software and post it on the [Covid-19 and Teaching website](#).

19. Faculty must make all handouts available on Moodle and are encouraged to avoid paper handouts, if possible. If paper handouts are needed in class, faculty must put on their mask and disinfect their hands before distributing them.
20. Markers, whiteboards, and other classroom supplies must be cleaned between use by different students. For some classes it may be helpful to ask students to bring their own supplies.
21. To determine increased TA needs and request funding for their department because of COVID, CAS chairs will work with Academic Affairs cas-academic-affairs@bethel.edu. CAPS, Seminary, and GS program directors will work with their dean.

Attendance Policies

22. Students are expected to fully participate in class activities as designed for the F2F and virtual classrooms. Faculty may not penalize students for absences, but may require regular assignments to measure student participation. Faculty are encouraged to reach out to students who have been absent from F2F activities, or are regularly tardy. Programs with licensing requirements must determine with their licensing agency the minimum attendance requirements for students to be eligible for licensure. Note: If hallway traffic flow regularly causes numerous students to be tardy, please notify Academic Affairs (CAS) or your dean (CAPS/Sem/GS).
23. If a faculty member needs to self-quarantine, they should notify their chair or program director and teach their class(es) remotely. If they are ill and cannot teach, they should notify their chair or program director who will determine the best way to cover the class(es). If the illness has COVID-related symptoms, the chair or program director must notify their dean (CAPS/SEM/GS) or the dean of faculty (CAS) and the faculty member must complete the [Health Services COVID-19 Notification Form](#).

Testing and Assignments

24. For logistical purposes, faculty are encouraged to use take home exams, open-book Moodle quizzes, or other assessment tools to assess student learning outcomes. Proctorio will be available for those who prefer a more traditional closed-book testing format. In general, faculty should be flexible when it comes to testing and assignments, particularly for students who are sick or in quarantine. Testing and assignment strategies can be found on the Covid-19 and Teaching website.

Recording Class Sessions

25. Classes may be recorded, but the recordings must not be available to anyone who is not a student in the class. This is a FERPA requirement. Faculty may choose which segments of class time will be recorded.