

**WOODLAND COMMUNITY COLLEGE**  
**COVID-19 Safety Tips for Instructors**

*Summer 2020*

Below are F2F classroom safety tips for instructors during the pandemic. **These tips are intended to ensure a safe environment in the classroom for faculty and students, as we want everyone in our community to stay safe and healthy.** If they are followed, there should not be any reason for an infection to be transmitted or any need to go into a 14-day quarantine.

1. For your safety and the safety of your students, please consider opening your classroom a few minutes early, so that students don't congregate at the door. Please open the door and prop it open at the beginning and end of class, so there is minimal touching of the door handle. After you lock the door, please wipe the handle down with a disinfecting wipe upon departure.
2. Please end class on time, so the next class of students is not congregating outside. Remind students about the six-foot floor markings.
3. If there is a class scheduled immediately after yours and your classroom has two doors, designate one as the entrance and the other as the exit for one-way traffic flow (if not already marked).
4. Encourage students to use the hand sanitizer station before starting class.
5. Encourage students to use the paper towels and disinfectants in their area. Remind students to minimize the use of shared high-touch materials and have students use individual materials to the extent possible (e.g., assigning students their own art supplies, lab equipment, computers); or limit use of supplies and equipment to one student at a time and allow time between uses to clean and disinfect the material.
6. Consider using Canvas for electronic submission of homework and assignments to minimize handling paper.
7. Use a seating chart to make it easier to distance students and track them. If a student does test positive during the semester, contact tracing may require anyone who has been in contact\* with the student for **more than ten-minutes within a six foot distance** to go into self-quarantine for 14 days. If you know who was sitting that close to the student (if any), only those students need to self-quarantine. If you are diligent to keep a six-foot distance for yourself, you are not considered a close contact. If it cannot be determined who the student may have been in contact with, then the whole class (and instructor) **may** be required to go into quarantine. Inform students they will not be academically punished for missing class under these circumstances.
8. Avoid having F2F office hours to limit close contact as mentioned above. Faculty should hold office hours electronically or in a well-ventilated location where social distancing protocols can be maintained. If faculty want to hold face-to-face office hours, they should work with their division dean to identify an appropriate location that is large enough to allow for social distancing. If faculty are in close proximity with students in a conference room or office, face coverings must be worn by all individuals (unless either party has an official accommodation).
9. Face coverings (mask, scarf, or bandanna) **MUST** be worn at all times by everyone in the classroom. The only exception is for a documented accommodation. (Students can request medical exemptions from DSPS). If a student does not have a covering, give them a mask and inform them that if they show up again without one, they cannot attend class. You can pick up masks at the administration office in Room 112.

Below are the steps that should be followed if a student enters class and does not have a face covering:

- A. **Faculty Intervention** - Faculty member reminds student of policy and provides a facial covering. If the student is requesting a medical exemption, they should be referred to DSPS; however, they cannot remain in class without a facial covering prior to an official accommodation being granted. Students will need to wear the appropriate facial covering until the official accommodation is granted by DSPS and the documentation is presented to the instructor.

Students who refuse to wear a facial covering are given a final chance to comply, made aware of the consequence for non-compliance, which includes removal and/or suspension. If a student refuses to comply, the student is required to leave the classroom and advised not to return until they communicate with the appropriate Division Dean or Director. The student is given administrator contact information and the facial covering policy. The instructor should immediately report the removal of the student to their dean's office. Arts & Sciences: Dean Shannon Reed at 530-661-5714 | [sreed@yccd.edu](mailto:sreed@yccd.edu) | Room 120. CTE: Dean Sandra Fowler at 530-661-5795 | [sfowler@yccd.edu](mailto:sfowler@yccd.edu) | Room 120. If further discipline is needed, the student will be reported to the Vice President's Office.

- B. **Supervisor/Admin Intervention** – Administrator will review the rules and expectations with the student and impose discipline as appropriate per Administrative Procedure 5520 and the Student Code of Conduct.
- C. **Police Intervention** – If the student refuses to leave the classroom, contact campus police at 530-661-5722. The student will be cited, removed from campus, and additional discipline will be imposed by the appropriate administrator. If police are not available, contact your Division Dean or Director. If the student cannot be removed, the class should be dismissed for the day.

10. To ensure the safety of all in the classroom, instructors teaching face-to-face classes should conduct a daily, verbal symptom check with their class prior to the start of each class session (see Yuba CCD "Symptom Check Questions" handout). Inform students they will not be academically punished for missing class under these circumstances. If any employee or student indicates they have any of the listed symptoms, they might have COVID-19. Follow the steps in Protocol for Faculty & Staff when an Individual Exhibits Symptoms or Discloses they are Experiencing COVID-19 Symptoms.

\*Definition of "close contact" from CDC: <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>

- Household member
- Intimate partner
- Individual providing care in a household without using recommended [infection control precautions](#)
- Individual who has had close contact (< 6 feet) for a prolonged period of time (CDC states 15 minutes; CDPH states 10 minutes)

\*\*[Student Code of Conduct](#): Section 11. Scope of Disciplinary Authority; "Good Cause" Grounds for Discipline; #7) "Display of behavior that jeopardizes their own welfare or the welfare of a member of the College or District community"