

FALL 2020 PREPARATION FOR TEACHING CHECKLIST FOR INSTRUCTORS

If teaching wasn't hard enough, there are so many new, additional things to know in the COVID-19 environment. We provide this handy checklist for instructors to help you keep track of key, non-academic aspects to keep your teaching environment healthy.

Before you go to class (From the [Provost's guide](#) for preparing for the start of class).

- Indicate your health status (each and every day) by means of the Daily Symptom Checker: <https://covidrecovery.colostate.edu/daily-symptom-checker/>
- Obtain your own face coverings (Department Office will have spares)
- Face shields are ok for use under limited circumstances only; they are not a replacement for a mask, which is required while teaching. More information is at <https://covidrecovery.colostate.edu/living-and-learning/covid-19-information-for-faculty-and-staff/> (available from Department/College)
- If you will be using a microphone, make sure that you have arranged to pick up your own mic or understand how to use the broadcast mic in the room.
- Review the COVID-19 [Public Health Requirements video](#)
- Know the specifics of your classroom Pandemic Preparedness Team approved physical distancing layout, exit and entry plans if there is more than one door.
- Use verbatim language in your syllabus from the [Provost's Guide](#).

In the classroom

- Wear your face covering when in the classroom. You may wear a plastic face shield in some circumstances. See [these guidelines](#)
- Facilities Management and the Pandemic Preparedness Team have prepared your classrooms. DO NOT move furniture or seating unless you are in a lab or studio.
- Disinfecting supplies will be located in or near your classroom
- Expect students to follow public health requirements (masks, follow posted instructions, clean their seating areas) when they are in the classroom.
- Remind students not to eat in the classroom. Students may pull their mask down briefly to take a drink.
- Use the seating chart provided at this link <https://covidrecovery.colostate.edu/seating-charts/>.

Preparing for Classroom/Course Situations

- Know what to do if a student isn't wearing a mask. [Use these scripts](#).
- Guidance for when a student or colleague tells us that they have COVID or have potentially been exposed [is here](#).

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