



To best ensure students, faculty and staff can remain healthy while in the face to face classroom setting, here are key safety measures that faculty can take in the classroom setting. Please use the checklist incorporated within as a guide for each class that is being taught face to face. Our students are excited to be on campus and to have the opportunity to take some of their classes face-to-face with our exceptional faculty.

Health Protocols for Classrooms

- All students, faculty and staff are required to vaccinate and to have proof of vaccination submitted. Faculty and staff must upload their proof of vaccination (front and back of card) to Workday.
- All students, faculty and staff are required to wear masks outdoors.
- Students and faculty must wear masks in the classroom, before, during and after class.
- All students, faculty and staff must complete the daily assessment on BisonSafe app prior to coming onto the campus. This daily assessment must be completed each day you are on campus.
- There are no physical distancing requirements in the classroom at the present time. However, whenever possible and as students, faculty and staff move around the buildings and/or campus, physical distancing, to the extent possible of three feet, is encouraged.
- All students, faculty and staff are required to take a COVID test weekly. More information on testing locations and standards can be found on the University's Bison S.A.F.E. website here: <https://home.howard.edu/pandemic-response/testing-and-protocol>



- Students who have obtained a medical or religious exemption for the vaccine are permitted to attend classes and to be present on campus; however, they are not permitted to live in the residence halls.

The University's requirement that students, faculty and staff wear masks indoors and outdoors is communicated to students consistently. These measures are in place to ensure the health and safety of the community. Failure to comply with University and public health guidelines constitutes a violation of the University's Student Code of Conduct and could result in sanctions up to and including expulsion from the University. Faculty are advised to remind students of the mask mandate, as necessary. If a student refuses to comply, faculty should not engage with them confrontationally but should report the incident through appropriate channels as a violation of the Student Code of Conduct. The point of contact is Mrs. Lawan Lanier-Smith, Director of Student Conduct & Community Standards. Please use the incident form to do so.

General Instructional Guidance

- Faculty should continue to take advantage of the innovative instructional practices that were developed and/or used by them last year to achieve learning outcomes, including the use of Blackboard, even when classes are in-person. Please direct students to the HelpDesk in the iLab if they are experiencing challenges logging on to Blackboard. A quick troubleshooting solution is to remind students to click on Azure SSO to log-in. If students are able to log in but do not see their classes, suggest updating their browsers (Edge, Explorer, Chrome, or Safari) or using a browser other than the one where their courses do not appear.
- The primary mode of instructional delivery will be in-person or face-to-face instruction unless the facility infrastructure limits the ability to hold the class in person or the faculty member has obtained a medical or religious exemption from Human Resources that requires them to hold the class online. An example of a facility infrastructure is an instance where there is no classroom that can accommodate the number of students registered for the course or there is inadequate ventilation for students in a classroom.
- All faculty must have a contingency plan and be ready to move to online instruction should the District of Columbia government or the University change the guidelines for physical distancing or the circumstances regarding the pandemic require lockdown conditions.
- The minimum number of office hours set should reflect the requirements of the school or college. As stated in the *Faculty Handbook*, faculty are required to maintain regular



office hours throughout the semester and list office hours on every course syllabus, as well as provide this information to the department chair or associate dean (in those schools without departments).

- The virtual office hours also must be posted on Blackboard. For advising and faculty office hours, the preferred formats in-person, but faculty and/or students may request online meetings depending upon the circumstances.
- Because the University has implemented a vaccine requirement for faculty, staff and students who will be on campus, it is recommended that small group meetings (five or fewer) can be conducted face-to-face. Larger group meetings (greater than six individuals) can be conducted either face-to-face or virtually, depending upon the size of the group and meeting space where the gathering will take place. While there are no physical distancing requirements, it is recommended that there be at least three-foot distance between participants, whenever possible, and all public health safety guidelines are followed.
- The University has worked to facilitate the meeting preferences of the organization. Meetings can be conducted via Microsoft Teams or Zoom, especially where large group meetings that cannot be accommodated in a large conference room are concerned. Microsoft Teams has a “telephone” feature to facilitate traditional phone calls. Further, using the Microsoft Teams and Zoom functionalities are more secure for the organization. To help secure Zoom meetings, we recommend using the “require authentication before joining a meeting” feature, which can limit participants to students who sign in using a howard.edu, bison.howard.edu, etc. email address. Encourage any students who are having trouble logging in to Zoom to complete all Zoom updates and/or to use their bison.howard.edu email to create a free Zoom account. Faculty who may be immunocompromised or those who have qualifying health conditions may request reasonable accommodations through the Office of Human Resources. Communication can be directed to eeo@howard.edu. Further instructions can be found on the HR website.



COVID-19 Classroom Preparedness Checklist

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	Have students entered your classroom building through a guard-controlled entrance, or been screened by a Safety Ambassador? Faculty may request that each student display their Bison Safe Green/Orange QR code prior to entering class.
	Has the Office of the Dean communicated with students regarding their clearance (proof of vaccine status) to be on campus? (List is managed via the Office of the Dean)
	Are all students wearing a mask? (If they are not, they should be asked to leave the classroom to go and get a mask prior to returning to class.) Masks are available at the administrative front desk in each building.
	Are all students in the classroom maintaining a distance of three feet apart, where possible? (There is no mandatory social distancing guidance, but a three feet recommendation is part of the University's COVID-19 response.)