

Initial Instructional Continuation Plan: Fall 2020*

*Additional modifications may be implemented at the divisional level or site location

Classroom Management

- Faculty and Site Directors are to inspect classroom layouts to consider opportunities for improved use of space as possible.
 - Options include turning tables to avoid students facing one another, leaving a front-row open, or relocating seating arrangements to maximize the spacing between students.
 - Please contact Physical Plant if you need assistance in rearranging your classroom.
- For the Fall 2020 semester, Academic Affairs will be requiring seating charts for all seated classes to aid with contact tracing if needed.
 - When applicable, assigned lab partners should remain the same throughout coursework.
- Instructors will disinfect surfaces as needed (keyboards, lab equipment, shared tools, etc.).
- Consider dismissing class incrementally when possible to avoid crowded departures from the room.
- Additionally, as attendance taking remains a required instructional obligation, greater monitoring will ensure consistent completion.
- Students in quarantine or isolation, as long as they are physically able, should maintain academic engagement in their classes.

Instruction

- Instructors will review their make-up policy and any in-class credit policies with consideration of current circumstances.
- Instructors are encouraged to supplement traditional instruction with alternative instruction as needed. Instructors may utilize blended learning when desired.
- Instructors will wear facemasks or face coverings if within six feet of students.
 - The removal of masks is permissible if at a distance of more than six feet away from students.
- Instructors will wear clear facemasks or shields if an enrolled student requires lip reading for ADA compliance. These will be available for all instructors upon request.

Best Practices*

**Although previously communicated, the application of the following are more crucial now than ever:*

- Instructors should reply to e-mails within 24 hours.
- Instructors are to grade submitted assignments within one week or before the next similar assignment is due.
- Instructors may hold office hours from alternative locations, so long as students are aware.
- Instructors are strongly encouraged to consider alternative communication tools such as [Remind](#), [Zoom](#), [Loom](#), etc.
- Instructors need to be prepared to instruct remotely based on a Health Department recommendation.

Answers to Frequently Asked Questions*

*Please communicate with your Division Chair or Site Director for further assistance

1) What if a student refuses to wear a mask / face covering in the classroom?

Politely request the student to comply, calmly avoiding escalation of confrontation. If a student continues to refuse, continue teaching and avoid dismissing class. Afterwards, contact Student Affairs at 417-455-5636 regarding the infraction in student conduct.

2) What action is needed for a visibly ill student (per the self-screening flyer)?

Politely request the student to leave campus. If the student refuses, consider dismissing class if necessary. Contact Student Affairs regarding the observation by completing a COVID-19 Illness Report via Crowder Cares at <https://www.crowder.edu/services/crowdercares/>.

3) What role will faculty play in cleaning their classrooms?

Although maintenance will deep clean classrooms on a nightly basis, faculty may clean their classroom as needed. Instructors, division chairs, or site directors may send an e-mail to WorkRequest@crowder.edu to request cleaning supplies. Students may also clean after use of seated space, classroom technology, or other instructional resources.

4) What guidelines are included in the new seating chart policy?

Instructors will make their own seating charts based on their classroom layout. Rudimentary charts are acceptable, with first and last names required only. Please provide a copy to your division chair or site director and the Academic Affairs office by Friday, August 21st. Instructors will be responsible to update changes to their seating chart as needed.

5) Has the academic calendar changed for the Fall 2020 semester?

At the time of document revision (7/30/2020), the academic calendar for the Fall 2020 semester has not changed. Fall break is scheduled for October 12-13 and Thanksgiving break is scheduled for November 25-27. Details on graduation will be forthcoming. We will begin the Fall 2020 semester on campus starting Monday, August 17, 2020.

Revised 7/30/20