

Classroom Management

What are the classroom expectations?

All course delivery methods must have been approved by the respective department chair or program director by July 17. Faculty must communicate any changes with students no later than July 31.

Faculty must require students to produce confirmation that they've completed the health screening via the LiveSafe app or wellness check card at the start of each class and ensure face masks are being worn. Faculty must ask students who refuse to comply with these expectations to visit a wellness check station to complete a wellness check or obtain a face mask, leave the classroom, or, ultimately, be removed from the classroom by campus police and safety.

At the end of each class, students must spray down their work surfaces using sanitizer solution that can be found at a sanitation station in each room and that also includes disposable gloves for extra protection. Faculty can assign students to rotate cleaning responsibilities each class if found to be most efficient.

Faculty should use assigned seating when possible as a best practice. This will allow for easy tracking and assessment of exposure in a contact tracing situation. Faculty may have students self-assign but ask them to use the same seats for every class. If courses are split, the same students should attend class on the same day and not rotate.

How often should students fill out the COVID-19 survey, and how do they confirm they've completed it?

The survey only needs to be completed once per day. Students can produce confirmation that they've completed it via an email verification or wellness check card.

Am I allowed to pass out and collect paper handouts/ tests?

Yes, close contact is less than six feet apart for greater than 10 minutes. You can move around the class but stay behind the lines on the floor when lecturing to maintain social distancing. We are not discouraging the use of paper for COVID-19 reasons.

When will I know how many and which of my students will be requesting fully remote delivery?

Chairs and program directors will be notified as requests come in. Please know that these requests may come in after the semester starts if students become ill or are exposed, so we will need to be flexible and ready to teach remote at any time.

When will faculty know their exact COVID-19 capacities for courses and classrooms?

COVID-19 capacities have been completed and shared with program directors and chairs. Please contact the program director or chair for details if you are unsure.

Are students aware some classes may be divided into in-person and virtual classes?

Students know that we are going through this process and will be notified of any changes by no later than July 31.

Final Exams

What are the accommodations for final exams for classes that are split due to COVID-19 capacity?

Course delivery methods and any COVID-19 accommodations should have been made as of July 17. Following this, program chairs and directors are sending out a request to faculty to determine the volume of course that will require a final exam accommodation.

Faculty will be asked if they are giving a final. If not, we will have extra rooms in the schedule to help accommodate split courses. We will be asking for faculty to help each other out by serving as proctors for courses that may need to offer two exam sections at the same time.

Are there best practices in accommodating students who wear head coverings for religious reasons while forbidding other students from wearing hats during exams?

You are allowed to accommodate and you may ask students who do not have accommodations to remove hats during exams.

Can we require students to have access to and use a camera during exams? How can we assist students who don't have camera access?

Yes, you can require students to have access to cameras during exams. We strongly encourage faculty to utilize [CETL training](#) that can assist with Respondus lockdown browser and other testing options. There are locations on campus where students can take exams including the Student Success Center and Nash Library. There is also a laptop loaner program through ITS.

What is the policy for graduating students leaving campus by Sunday, Nov. 22 but who have a final exam on Nov. 23?

No student will be asked to leave campus/residence halls if they have a final on Nov. 23rd. Please see the updated academic calendar: <https://www.gannon.edu/academic-offerings/academic-calendars>.

How will Tuesday, Nov. 24 be used for final exams?

There are no finals scheduled on Nov. 24. Please refer to the schedule above.

Office Hours

What are the rules for in-person office hours?

We will be encouraging remote office hours when possible to limit the possible transmission of COVID-19. Face-to-face meetings will be arranged at the faculty member's discretion.

Will dividers be installed or available? Am I allowed to construct a clear physical barrier of my own in my office to accommodate meeting with one student at a time?

If you cannot maintain six feet, you should change the location for your meetings and/or utilize virtual/zoom student meetings. There are great locations around campus to meet if needed.

Other Questions

Is there any common COVID-19 language that we should include in the syllabus?

"Confirmation of passing the wellness check is required

to enter the classroom. Masks are also essential. Students who do not have these essential items will be asked to leave the class. Failure to comply with any current Gannon COVID policies (<https://update.gannon.edu/>) will result in the referral of the matter to the Student Accountability Office."

The [Student Conduct Form](#) can be accessed via the linked text [here](#).

Is there a Gannon website that clearly lists student expectations and consequences for non-compliance?

All students will be asked to sign an Acknowledgment of Mutual Respect and Responsibility Regarding COVID-19 form upon arrival to campus as a guarantee of their commitment to the standards set forth by the University, and an acknowledgment that they understand any consequences that may result from failure to comply.

We also encourage faculty to direct students to the update.gannon.edu webpage, which includes all updated policies that outline our expectations.

Is Gannon planning to change air circulation in the academic buildings?

Physical Plant has completed an assessment of the academic buildings. During various renovations, the institution upgraded air filtration equipment to hospital-grade in academic buildings. The system also includes technology that detects carbon dioxide emissions. The system can determine occupancy based on those emissions. During high Co2 emission periods the system will bring in additional air from the outside to increase the circulation of fresh air.

When will departments be asked to pick which classes should be offered in the online Winter-Mester? Is that meant to work similarly to the summer B or C terms?

We are focusing on a pilot program for the Winter-Mester. We have identified several existing online courses that may be offered. We are asking for faculty who are interested in teaching these courses in the pilot, but will not mandate that faculty teach. People are working very hard to get ready for the fall. If you teach an already existing 7 week on-line course and you are interested in teaching it in 5 weeks between semesters please let your department chair know.

When will faculty members be allowed to reserve rooms again?

We are working on this. Some rooms will no longer be available as they are being used for other purposes.

What are Gannon's procedures/expectations when faculty have family members who are asked to isolate due to COVID-19 exposure but not necessarily infection?

University expectations for all of our faculty and staff are to follow health department recommendations. If there is a family exposure and you must quarantine, your classes can be delivered remotely during that time period.

If someone in my family is quarantining following possible exposure, should I still teach on campus during that 14-day period?

We will follow health department guidelines. If your family member was exposed to a positive case and the recommendation is to quarantine for 14 days, you will be asked to quarantine and teach from home during this time period. The same guidelines would apply if your family member tests positive.

What is the protocol for coming back to campus after an illness for faculty or students?

If you are not feeling well, please report it to your supervisor and the Gannon Health Center for guidance. There are several conditions that could impact a response. The general rule is that if you are not feeling well, do not report to work. The remote delivery option can be used at any time with approval from your chair/program director.

At one time caps for some classes were to be lowered

due to COVID-19 capacities. Have these caps been changed on selfservice.gannon.edu?

Early in this process guidelines from the health department included no groups greater than 25. That guideline was changed to 250. CAPS were never implemented nor will they be based on the 25 student limit. There are some cases where classroom CAPS may have been reduced because of classroom COVID capacity. Those decisions were made as of July 17.

If Erie goes into the Yellow Phase again, will that automatically push us back to a fully remote delivery?

This is currently unknown and dependent on guidance from PA and our local health department.

Pennsylvania's current plan to reopen can be found here: <https://www.governor.pa.gov/process-to-reopen-pennsylvania/>