



## In-Person Course Lab and Experiential Instruction COVID-19 Health and Safety Checklist

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*Each in-person course should have a plan for meeting UMD COVID-19 requirements customized to the nature and structure of the course. This document covers health and safety elements that should be considered in each of these plans to streamline the review process. Contact ESSR at 301-405-3960 if you have questions.*

*The UMD Fall 2020 Reopening Plan webpage – [4Maryland](#) and the Provost’s [Keep Teaching Fall 2020](#) website should be used to obtain the latest UMD requirements, campus updates, resources, FAQs, UHR guidance, and other campus information and support. The specific requirements pertaining to individual plans for re-opening are subject to evolving federal, state, and local regulations, as well as changes to UMD and the USM guidelines.*

### **Before Arrival at In-Person Course**

- Faculty, students, and staff must complete the requirements for returning to campus including daily symptom monitoring and mandatory COVID-19 testing, as communicated within the [UMD Health & Safety Plan](#). Follow university guidance if monitoring indicates not to come to campus.
- Submit symptom monitoring information and testing results at the [return.umd.edu](https://return.umd.edu) website. Instructors should not be requesting or managing health information from students or staff outside of the portal.
- As students are required to perform symptom monitoring prior to attending class, additional temperature taking prior to entering a class is not necessary. Check with the University Health Center with questions about symptom monitoring.

### **In-Person Course Protocol Checklist**

#### **Personal Hygiene**

- Faculty, students, and staff are expected to wash their hands for 20 seconds using soap and water frequently throughout the day including when attending/teaching in-person courses. Reminders should be provided to wash hands after contacting surfaces that may have been touched by other persons or when equipment is shared. Alcohol-based (at least 60% alcohol) hand sanitizer should be used when a handwashing sink and soap are not available. Do not use hand sanitizer that contains methanol.
- Face coverings that fit snugly and cover the nose and mouth are required to be worn by the students and instructor(s) at all times in the classroom. Cloth face coverings with a clear plastic panel may be used.
- If routine classroom instruction requires instructors to be within six feet of students, the addition of eye protection either in the form of goggles or a face shield should be considered for instructors. Face shields may not be worn alone and when worn, a face covering is also required.
- If eye protection is required PPE for the class, a face shield is not a substitute for goggles/safety glasses. A face shield can be worn in addition to the required eye protection.

#### **Physical Distancing**

- Measures taken to reduce the density and reduce circulation should be clearly defined in the course plan. According to the UMD Keep Teaching website, the general guidance is to provide 56 square feet per student in any classroom space. Check with Facilities Management if there are questions about adequate space for the course.
- Classroom density must be maintained such that all occupants can maintain six feet of physical distance.
- In-person partner and group work should be minimized. Use alternate digital platforms where available to facilitate academic interaction and collaboration.
- In cases where the six-foot physical distance cannot be maintained, the duration of contact should be minimized to less than 15 minutes of interaction at a time. Face coverings must be worn at all times by instructors and students.

- The course instructor or a designated monitor should reinforce the need to maintain physical distancing.
- Address situations where people tend to gather in groups and where physical distancing is difficult. This includes pinch points during entry to and exit from the classroom, at the beginning and end of classes, and around shared equipment. If applicable, address any required circulation patterns to minimize students passing frequently by one another.
- Clearly define procedures for students/staff routinely exiting and re-entering the space (e.g., for restroom access).

### **Cleaning/Disinfection**

- A cleaning and disinfection plan is required for all high touch surfaces and shared equipment. Identify all high touch surfaces to be cleaned and any surfaces requiring special attention. Include the schedule/intervals and the disinfection materials to be used. Determine what the course instructor and students are responsible for and communicate those expectations. Review the [UMD COVID-19 Guidelines for Cleaning and Disinfection](#) for more information.
- Supplemental cleaning and disinfection products used in addition to supplies provided by the University (e.g., disinfectant wipes) must appear on the [EPA registration list](#) as being effective against SARS-CoV-2. Follow all manufacturer's instructions for use, including concentration and ensure appropriate contact time. COVID-19 related protection and cleaning supplies are available through the [UMD Printing Services Digital Storefront](#).
- Strongly consider disinfection products that do not require use of additional PPE. Avoid using products that need to be mixed or diluted unless necessary for the materials being used. Additional information is available through the [CDC Cleaning and Disinfection for Facilities](#) website.
- Use a product with a contact time (time required for the product to sit on a surface to achieve full disinfection) compatible with the time you allot for cleaning procedures.
- Consider back up products in case of supply chain issues. For example, wipes can be difficult to obtain, and alternative means of cleaning/disinfecting should be considered. The Department of Procurement and Strategic Sourcing can assist with identifying sources for supplies if needed.
- Shared equipment must have cleaning/disinfection procedures or, if the equipment cannot be disinfected, a procedure for students to follow that involves hand washing and/or use of hand sanitizers with at least 60% alcohol (ethanol). Do not use hand sanitizer that contains methanol.
- Contact [ESSR](#) for information about cleaning and disinfection of sensitive and specialized equipment.

### **Facilities**

- If using classrooms or other spaces that were not used during the fall semester, check with Facilities Management that facility has been evaluated for adequate ventilation.
- Changes to room ventilation using fans, windows, or other means must be made in collaboration with Facilities Management.
- COVID-19 related classroom signage should be requested through [Facilities Management's Signs and Graphics Shop](#).
- Installation of plexiglass barriers or demarcating physical distance requirements with physical barriers must be done within coordination with Facilities Management. Barriers must not block egress and other fire/life safety equipment, sprinklers, electrical panels, etc. Review the [Fire Marshal Frequently Asked Questions](#) and contact the ESSR Fire Marshal's Office for more information.
- For additional information about facilities, visit the [Facilities Management COVID-19 Information](#) website which has Frequently Asked Questions, information, and other COVID-19 related resources.

### **Plan Implementation**

- Teaching assistants and other instructional staff must be trained in procedures identified in the approved course plan.
- Students must be informed of the new requirements and trained in the new procedures where they have a role.
- Instructional staff are expected to remind students about new procedures and correct behaviors on the spot when necessary.

### **Field Courses**

- Field courses should follow all local health and safety COVID-19 related guidelines in addition to UMD requirements.
- Field course transportation should strongly consider individual transportation if at all possible. When sharing is unavoidable, follow all CDC guidance for [public transportation](#) and/or [ridesharing](#).
- Check with local jurisdictions (e.g., state, county, town) for requirements/limitations on travel and size of gatherings.