

Classroom Use for Fall 2020

Please use this information to plan for your fall classes. This is not a comprehensive document- rather it is provided so that you can gain a fuller understanding of how space will be used, and it is based on the current situation in our region.

We have been working to increase physical/social distancing in our classrooms, to provide safe learning environments. Following the guidance and recommended best practices, of New York State Department of Health, (NYSDOH) we have **reduced classroom capacity by 50%**, and set maximum course caps based on those numbers. We are looking at configuring some lab spaces with plastic barriers, so that more students than the 50% capacity can be in a lab at once.

50% capacity still doesn't allow for 6 feet physical/social distancing, so **face coverings will need to be worn at all times in the classrooms and throughout campus**. Concordia will provide a mask for professors, faculty and adjuncts, who need one. We are looking into face shields as an option for faculty while teaching. You have the option to split instruct your class, further reducing the number of people in a room at one time, and allowing for six (6) feet of physical/social distancing.

Christopher D'Ambrosio has been working to assign rooms based on enrollment. Larger rooms were prioritized and will continue to be prioritized by current enrollment. The current schedule, with room assignments and enrollment caps, can be found in the G drive Advisors Directory, and Chris will be communicating with Deans about specifics.

The caps can still be adjusted. **If a professor needs to increase over the stated max**, you have three options:

- a. Split instruct the class having some students come one day and some the other not exceeding the room cap either day
- b. Request a larger room. If we have one we will do it. We will not make these moves until the class is at least $\frac{3}{4}$ full and the max should be at least 24 to warrant the larger space. If all large spaces are occupied at that time option A will be the only option.
- c. Courses already in larger spaces that still have seats (Sommer up to 52, Pietruski up to 42) can add more students up to the room max.

In Sommer and Pietruski, spaces will be marked to establish distance between seats. In other classrooms, desk and/or chairs have been removed. Hallways will be labeled to indicate direction and traffic flow. Professors need to do a couple things to **help establish safe distancing**:

1. Please remind students to follow the stated space guidelines.
2. Please assign seats in classrooms and lab partners in labs to help enforce safe distancing and help with contract tracing (if that becomes necessary).
3. Students who show up for class without a mask should be sent to security to get one.

We are working on plans to **reduce congestion in the hallways** between classes.

1. Classrooms doors should be propped open between classes, so that students do not congregate outside the rooms (this does not include lab spaces).
2. Please leave window air conditioning units running to encourage air circulation.

Classrooms will be cleaned nightly, and dispensers for both surface wipes and hand sanitizer will be located in hallways and classroom common areas.

As always, if the weather is nice, and it works for your class, you could choose to take your students outside, as well.