

Classrooms and Teaching Labs
Distancing and Disinfection Plan for SARS-CoV2 and COVID19
Draft 7/19/2020

Faculty, teaching assistants, and students will follow these guidelines. If there is a need to deviate from this plan, the change must be approved using the WSU plan review process, <https://riskmanagement.wsu.edu/>.

Faculty and Teaching Assistants Roles and Responsibilities

- I. Safety Training Requirements
 - a. Before returning to work on campus, employees review Human Resource Services (HRS) [Returning to a WSU Work Location](#) guidance. This includes completing two training videos *WSU COVID-19 Safe Return to Work*, and *Disinfecting the Workplace* available through Human Resource Services' [Learning and Organizational Development website](#), understanding their Departmental Distancing and Disinfection Plan, understand daily attestation requirements, and Classroom and Teaching Laboratory Distancing and Disinfection Plan
- II. Employee Illness guidelines (HRS Guidelines)
 - a. If you are feeling sick (coughing, fever, trouble breathing, etc.), **stay home**, and contact your healthcare provider. Make advance arrangements for non-emergency telehealth calls or in-person health care visits.
 - b. If employee begins feeling sick while in class
 - i. Leave classroom or teaching laboratory while maintaining 6 feet of distance between yourself and others continuing to wear mask or cloth face covering
 - ii. Contact supervisor remotely once you are in a place isolated from others by phone or electronic mail.
 - iii. Contact your healthcare provider; do not show up in person without advanced contact.
 - iv. **Note: Supervisor should immediately contact Environmental Health and Safety at 509-335-3041 as soon as they are notified of a student that has become sick in a classroom or teaching laboratory.**
- III. Employee Attestation
 - a. Faculty and teaching assistants must attest to not experiencing [COVID-19 symptoms](#) before arriving on campus/to work or immediately upon arrival. Employees complete their attestation on-line at [MyWSU](#).
- IV. Facial Coverings
 - a. All faculty and teaching assistants must wear face masks or cloth face coverings when not working alone.
 - b. All faculty and teaching assistants must wear face masks or cloth face coverings when in public, except to eat or drink.
 - c. Faculty and teaching assistants with conditions precluding mask or facial covering use shall contact Disability Services.
- V. **Faculty or Teaching Assistant is the Designated COVID-19 Supervisor**

- a. The faculty or teaching assistant is designated as the COVID-19 Site Supervisor. The Site Supervisor follows this plan to reduce the risk of transmitting COVID-19 including the following:
 - i. Verify students have completed their daily attestation.
 - ii. Verify students have completed the required training.
 - iii. Review expectations with students on first day of class as part of the syllabus, and explain any changes that occur throughout the semester.
 - iv. Emphasize student disinfection responsibilities (See below for more detailed information).
 - v. Explain assigned seating and use in contact tracing.
 - vi. Take attendance at the start of each class.

VI. **Maintain Social/Physical Distancing**

- a. Classes may have a maximum of 10 students unless an exception is provided by the Provost's Office.
- b. WSU Facilities and departments arranged or demarcated chairs, other seating areas and laboratory spaces to maintain 6 feet distance between people. Seating arrangement has also allowed for greater space around the instructor. **Please, do not move chairs, or demarcation.** Allow only infrequent intermittent passing within 6 feet. Avoid lingering in hallways or other common areas.
- c. If possible assigned seating is required allowing for effective and efficient contact tracing.
- d. Required masks and cloth face covering are not a substitute for physical distancing.
- e. Instructors, must wear courtesy face coverings even when providing a lecture.
- f. Avoid meetings in person, use electronic meeting formats whenever possible including office hours. **Don't meet in individual offices.**
- g. When possible classrooms shall have one door identified as an entrance, and one marked as exit. If this is not possible, individuals should maintain spatial awareness and be courteous when entering or exiting a space.
- h. When walking to and from class please stay on right side of the hallway or stairwells, signage and demarcation identify recommended directions.
- i. Stairwells may only have one way traffic depending on width. If staircase is marked up or down only, please follow instructions.
- j. Avoid lingering in the hallway prior to class. Time the start of class to avoid congestion in classrooms, teaching laboratories, and hallways. WSU extended the time between classes to minimize the potential congestion and support disinfection.
- k. If class is moved outdoors, social distancing must be maintained, and cloth face masks worn.

VII. **Disinfection**

- a. Custodial Services allotted significant resources to increase the cleaning frequency of common areas, bathrooms, handrails and door handles, etc. With this increased commitment, they can only clean classrooms once a day. WSU needs your help. WSU located Sanitation Stations in every classroom, teaching laboratory and common space on campus. The products available were selected because they are safe to use, and minimize the damage to building and furniture. Each station includes:

- i. Spray bottles of Alpha HP for disinfecting common surfaces. Alpha HP must remain on the surface for 5-minutes to be effective.
 - ii. Spray bottle of electronic disinfectant for AV controls and shared use electronics, such as classroom computers. Electronic disinfectant must remain on the surface for 20 seconds to be effective.
 - iii. Paper towels to use with electronic disinfectant.
 - iv. Spray bottle of Cougar Clean Hand Sanitizer, rub on hands for 20 seconds to be effective.
 - v. Instructions describing how to apply disinfectant.
- b. Disinfection Role and Responsibility
 - i. Upon arrival to class take Alpha HP spray bottle from the Sanitation Station and spray on instructor's desk, table, and/or seat. Allow the Alpha HP to set on surface for five minutes, ensuring disinfection. After using bottle return to station or allow student to use bottle. Return the spray bottle immediately after use allowing a student to use bottle. Spray bottle supplies are limited, so please be patient. Take electronic disinfectant spray bottle and wet a paper towel. Use the wet paper towel to wipe surfaces of shared electronic equipment, and throw the paper towel away.
 - ii. When leaving the classroom, repeat the previous process, spraying common touch surfaces with Alpha HP and electronic disinfectant.

Student's Roles and Responsibilities

Safety Training Requirements

- I. Safety Training Requirements
 - a. Students must complete WSU COVID-19 training before attending in person instruction. Students access training via Learning Management System which retains a record of training completion. The training covers student responsibilities and expectations fall semester including distancing, disinfection and wearing cloth facial coverings.
- II. Student Illness guidelines
 - a. If you are feeling sick (coughing, fever, trouble breathing, etc.), **stay home**, and contact your healthcare provider. Make advance arrangements for non-emergency telehealth calls or in-person health care visits.
 - b. If student begins feeling sick while in class
 - i. Leave classroom or teaching laboratory while maintaining 6 feet of distance between yourself and others continuing to wear mask or cloth face covering
 - ii. Contact faculty or teaching assistant remotely once you are in a place isolated from others by phone or electronic mail.
 - iii. Contact your healthcare provider; do not show up in person without advanced contact.
 - iv. **Note: Faculty or teaching assistant should immediately contact Environmental Health and Safety at 509-335-3041 as soon as they are notified of a student that has become sick in a classroom or teaching laboratory.**
- III. Student Attestation

- a. Students must attest to not experiencing [COVID-19 symptoms](#) before arriving on campus/to attend class. Students complete their attestation using a phone application. Students show the instructor the completed attestation upon arrival, indicated by a green attestation screen on smart phones. Additional attestation demonstration mechanisms are presently in development for students without smart phones.
- IV. Facial Coverings
- a. All students must wear face masks or cloth face coverings when not working alone.
 - b. All students must wear face masks or cloth face coverings when in public, except to eat or drink.
 - c. Students with conditions precluding mask or facial covering use shall contact Access Center.
- V. **Maintain Social/Physical Distancing**
- a. WSU Facilities and departments arranged or demarcated chairs, other seating areas and laboratory spaces to maintain 6 feet distance between people. Seating arrangement has also allowed for greater space around the instructor. **Please, do not move chairs, or demarcation.** Allow only infrequent intermittent passing within 6 feet. Avoid lingering in hallways or other common areas.
 - b. If possible, assigned seating is required allowing for effective and efficient contact tracing.
 - c. Required masks and cloth face covering are not a substitute for physical distancing.
 - d. Avoid meetings in person, use electronic meeting formats whenever possible including office hours. **Don't meet in individual offices.**
 - e. When possible classrooms shall have one door identified as an entrance, and one marked as exit. If this is not possible, individuals should maintain spatial awareness and be courteous when entering or exiting a space.
 - f. When walking to and from class please stay on right side of the hallway or stairwells, signage and demarcation identify recommended directions.
 - g. Stairwells may only have one way traffic depending on width. If staircase is marked up or down only, please follow instructions.
 - h. Avoid lingering in the hallway prior to class. Time the start of class to avoid congestion in classrooms, teaching laboratories, and hallways. WSU extended the time between classes to minimize the potential congestion and support disinfection.
 - i. If class is moved outdoors, social distancing must be maintained, and cloth face masks worn.
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 - iii. Paper towels to use with electronic disinfectant.
 - iv. Spray bottle of Cougar Clean Hand Sanitizer, rub on hands for 20 seconds to be effective.
 - v. Instructions describing how to apply disinfectant.
- b. Student's Role and Responsibility
- i. In classroom:
 1. Upon arrival to class, take an Alpha HP spray bottle from the Sanitation Station and spray on assigned desk, table, and/or seat. Allow the Alpha HP to set on the surface for five minutes, ensuring disinfection. Return the spray bottle immediately after use allowing another student to use bottle. Spray bottle supplies are limited, so please be patient.
 2. Hand sanitizer is available at the sanitation station when needed.
 3. When leaving the classroom, repeat the previous process, spraying common touch surfaces with Alpha HP.
 - ii. In computer labs or labs using electronic equipment:
 1. Upon arrival, take an electronic disinfectant spray bottle and paper towels from the Sanitation Station.
 2. Spray electronic disinfectant onto paper towel. Wipe electronic equipment surface with the paper towel and throw the paper towel away.
 3. Allow electronic disinfectant to set on surface for 20 seconds, ensuring disinfection.
 4. When leaving the lab or rotating lab stations, repeat electronic disinfection process.
 - iii. Spray bottle of Cougar Clean Hand Sanitizer, rub on hands for 20 seconds to be effective.
 - iv. Instructions describing how to apply disinfectant.

This will be added to syllabus:

Students are expected to abide by all current COVID-19 related university policies and public health directives, which could include wearing a cloth face covering, physically distancing, self-attestations, and sanitizing common use spaces. All current COVID-19 related university policies and public health directives are located at <https://wsu.edu/covid-19/>. Students who do not comply with these directives may be required to leave the classroom; in egregious or repetitive cases, students may be referred to the Center for Community Standards for university disciplinary action.

Proposed fixed seating:





