

## *Fall 2020 FAQ's for Faculty*

### Topics

- 1) [Teaching](#)
- 2) [Safety Concerns](#)
- 3) [Classrooms](#)
- 4) [Attendance Policy](#)

### TEACHING

#### **What will the format of classes be for the fall semester?**

Our current expectation is that all classes will begin the semester meeting in person.

CUA has added the necessary technology to each of the classrooms we use to allow courses that are taught in person to be available remotely. Students who are unable to join class in person because of health vulnerabilities, a positive COVID-19 diagnosis, or the need to self-quarantine will be able to participate in class through this means.

#### **What should faculty do who are concerned about acquiring the resources to teach remotely if necessary?**

Given the relatively smooth transition to online teaching this past Spring semester, we have confidence in our resources for remote teaching if it should become necessary again. Faculty who require additional resources or IT help to teach remotely should contact Nick Bagileo, Associate Dean for Programs and Administration.

#### **What should faculty do if they become ill during the semester?**

Faculty should think in advance of how their courses might proceed if they become ill. Questions to think through include, but are not limited to:

- If your health permits, would you teach remotely while self-quarantined?
- If you are unable to teach for a period of time, would another faculty member be able to cover the course? Who?

If you become ill, please notify the Provost/Dean immediately to discuss implementing a contingency plan for your classes.

**Can faculty start the semester remotely if they need to self-quarantine or self-isolated at the beginning of the semester due to travel?**

Faculty members are strongly encouraged to avoid non-essential traveling. We know that these are unique times and circumstances and that planned travel might disrupt the start of the semester for you if you need to self-isolate when you return to the DC area. If this may be the case for you, you should notify the Provost/Dean immediately so that we can make arrangements.

**Will training on the new technology that is being installed in campus classrooms be available? In what format will it be delivered?**

CUA's information technology experts are preparing training videos to introduce faculty to the new technology equipment in the classrooms. We will notify the faculty as soon as these training videos become available.

## SAFETY CONCERNS

*External oversight*

**Has the Institute's COVID-19 Reopening Plan been vetted and approved by external health officials?**

The Institute's plan was submitted to the DC Department of Health last month. The plan has been reviewed by the DOH, and it has been deemed adequate to post publicly. The plan has already been circulated to students, faculty, and staff and will be updated as circumstances evolve. An archive of materials relating to the Institute's preparations for the Fall 2020 semester can be found on [our website](#).

*Social distancing*

**How is the safe capacity of classrooms being determined?**

CUA formed a Classrooms Committee that has reviewed the occupancy recommendations of all campus classrooms and has set limits to class sizes based on the maximum density that will allow for social distancing. Some furniture layouts have also been modified. The Institute has received the new occupancy limits for the classrooms in McGivney Hall and has rearranged a few classroom assignments based on these numbers and our expected class sizes. Please consult the [updated class schedule](#) online for your room assignments.

**How can I meet with students for office hours/advising?**

Faculty office hours should be maintained as usual. Student meetings may be conducted in person, in accord with the Institute's [Social Distancing Policy](#), or virtually, using Zoom appointments. If you need assistance scheduling online meetings, please contact the staff member whose email address you were using for your Zoom teaching in the spring.

**How will students who need to self-isolate or self-quarantine be supported academically?**

While a student is self-isolating or in self-quarantine, he or she will have online access to courses, appointments with faculty, the CUA Writing Center, and library resources. Faculty members should make an effort to be available and attentive to students who are under a self-isolation or self-quarantine period to ensure that they are tracking with the class.

*Facial covering policy*

**Will faculty be required to wear a facial covering while teaching?**

Yes. In accordance with the District of Columbia requirements, face coverings must be worn. At this time the District of Columbia has not allowed a blanket exemption for instruction without a face covering, outside of the pre-existing exemptions. Please note, the regulations are continuously evolving. The city has indicated to CUA that they are open to negotiation where feasibility and risk may open an opportunity for alternatives. CUA is evaluating the possibility of adding physical barriers to some classrooms, which may allow for changes to this policy if they are installed in the classrooms we use.

**Will students be required to wear facial coverings to class?**

Yes. The Institute will be requiring the use of facial coverings in classrooms. Current DC requirements for the reopening of the university in the fall semester include the use of facial coverings in classrooms, along with students sitting 6 feet apart.

**If so, will faculty be required to enforce the facial covering policy?**

Faculty should remind students who are not wearing facial coverings in class that it is currently a requirement according to DC regulations and that it is a way that we are supporting our community's health and well-being. We expect our students to understand and comply with this policy. In case of eventual problems, please contact the Associate Dean for Programs and Administration.

**Will faculty and/or students be supplied with facial coverings at the start of the semester?**

Yes, faculty and students will be supplied with two washable cloth facial coverings each. Any additional masks must be procured by the individual.

## **CLASSROOMS**

**Will classrooms be cleaned in between classes?**

CUA's Custodial Services is expanding cleaning capacity by contracting out overnight routine cleaning functions with the aspiration of cleaning all classrooms between classes. The contracted services will enable a reallocation of custodial staff to shift resources during

classroom instruction times. Please note, the classroom schedule and staffing assignments will dictate the final cleaning schedule.

**Will faculty be supplied with cleaning supplies?**

CUA's Facilities cleaning staff is still conducting touch-point cleaning. This involves using approved disinfectants at least once daily on high-touch surfaces including light switches, door knobs/handles, interior handrails, elevator buttons, ATM machines, vending machines, common-area furniture and common area computer lab keyboards, conference room tables, classroom tables, and desks.

Cleaning staff are continuing to place a placard on the doors of all classrooms, conference rooms, and offices when they have been cleaned. If a faculty or staff member uses a room that is marked with a "clean" placard, he or she should remove the notice so that custodial staff know to clean the space.

Employees should maintain the cleanliness of their own personal offices/spaces by cleaning their own desks and personal computer keyboards. They are also asked to be respectful of their coworkers by cleaning up after themselves in shared commonly used spaces such as kitchens and copier/print rooms. We have ordered additional cleaning supplies for these spaces. Employees are asked to please return the products promptly to the common areas after cleaning personal spaces.

**Will provisions be made to improve air filtration and ventilation of classrooms and offices?**

The University has an inventory of all buildings and HVAC and ventilation systems and is undertaking an HVAC and ventilation assessment in coordination with an external professional engineer to identify improvements where feasible and based upon the level of risk. As part of that assessment the University is exploring air purges in designated buildings where reasonable and feasible, upgrading air filters to more efficient models, and increasing the schedule of window air conditioning unit inspections.

## ATTENDANCE POLICY

**How will the attendance policy be administered this semester?**

For students who are not diagnosed with COVID-19 or otherwise required to self-isolate or self-quarantine during the semester, the attendance policy will stand as usual: after two absences, a student must meet with the Program Advisor to request permission to remain in the course, and after three absences, the student will have to repeat the course in another semester.

Attendance in person and attendance online (for health reasons) via the new classroom technology are considered equivalent for the purposes of this policy. Students who are under

self-quarantine or self-isolation are encouraged to attend class remotely as long as their health permits.

For students who become ill and are not attending class in person or remotely, the two-absence limit may be extended on a case by case basis.

Faculty should keep records of attendance and stay in touch with students who are unable to attend class in person.

**What if a student contacts me to say they are going to miss the first weeks of class?**

With the earlier start time to the Academic Calendar, it is possible that some students will not be able to be in DC for the start of class. Although encouraged to come to the DMV area earlier to comply with the [self-quarantine order](#), some students may have to self-quarantine the first few days of the semester. Also, international students may be delayed due to issues with acquiring visas.

We have provided guidance to students who find themselves in these situations to do the following:

- Contact the relevant Program Advisor
- Contact Nick Bagileo, who will provide details on how the student can join his or her classes remotely
- Contact all their professors to let them know that they will need to join class remotely. Professors will need to be prepared to use the new technology in the classrooms.

If this is the case in your classes, you should work with students to allow them to participate remotely.