

## Classroom Guidance to Prevent the Spread of COVID-19 Updated August 23, 2020

### Purpose

This guidance provides members of the UVM community with information useful to prevent the spread of COVID-19 in University classrooms. This complies with all executive orders issued by the Vermont Governor, Vermont Department of Health (VDH) recommendations, and Vermont Occupational Safety and Health Administration (VOSHA) mandates. This guidance will be amended as necessary to reflect the latest state and federal requirements for health and safety.

### Applicability

This guidance applies to UVM classrooms. UVM research facilities, academic laboratories, maker spaces, and student-placement settings are addressed in separate guidance.

### Definitions

- Face Covering – <https://www.uvm.edu/returntocampus/face-coverings>
- Face Shield – <https://www.uvm.edu/returntocampus/face-coverings>
- Procedure Mask – <https://www.uvm.edu/returntocampus/face-coverings>
- PPE - Personal Protective Equipment worn to isolate the wearer from hazards. PPE can include gloves, goggles, glasses, clothing, face shields, respirators, and more. Additional information is available at <https://www.uvm.edu/riskmanagement/personal-protective-equipment>

### Compliance

Faculty and graduate teaching assistants must set clear expectations for complying with this guidance with their students. Faculty and teaching assistants will enforce this guidance in their classroom and should consult Tips for Faculty and Graduate Teaching Assistants at the following link <https://www.uvm.edu/sconduct/upholding-green-and-gold-promise-classroom>. Students are required to abide by the tenets of the [Green and Gold Promise](#). Any UVM student, faculty, or staff member may report non-compliance to the UVM COVID Information and Service Center at [UVM.Strong@uvm.edu](mailto:UVM.Strong@uvm.edu) or (802)656-1010, or via a [Student Conduct Incident Report](#).  
[Guidance for COVID-19 protections in UVM Classrooms](#)

Preventing the spread of COVID-19 in classrooms includes a layered approach:

- Monitoring individuals
- Proper use of face coverings
- Hand hygiene and respiratory etiquette
- Maintenance of minimum 6-foot physical distance



- Ventilation
- Cleaning and disinfecting

### Monitoring Individuals

Monitoring individuals is necessary to reduce the risk of SARS COV-2 transmission by eliminating or reducing the source of the virus.

- *Daily Health Screenings.* All UVM students, staff, faculty, and affiliates must not come to a UVM facility if they experience symptoms of COVID-19; if they have come in close contact with a person who has, or is suspected to have, COVID-19; or if they have traveled outside of Vermont to an area requiring quarantine upon return to Vermont. They must report their status of these conditions via a daily health screening.

*[Guidance regarding how the student's daily health screening app, CoVerified, will be used to conduct student daily health screening and how the University will verify that, will be added to this guidance document when the company releases the app for our use.]*

- *Testing.* All students are tested on a regular basis for presence of the SARS CoV-2 virus, the test results are monitored by the UVM Center for Health and Wellbeing. UVM Employees, other than those who exclusively work remotely, may opt to be tested on-campus.
- *Pledge.* All students must abide by the tenets of the UVM Green and Gold promise.
- All employees and affiliates must abide by the requirements of the UVM Fall 2020 operations plan, their individual department operations plan, and VOSHA regulations.

### Face Coverings in Classrooms

Use of face coverings is necessary to reduce the risk of SARS COV-2 through direct person-to-person transmission of respiratory droplets and contamination of common surfaces.

- All personnel and students will wear cloth face coverings in classrooms and at all times on campus when in the presence of other people or in a public setting in accordance with [UVM Face Coverings Guidance](#).
- While lecturing or presenting course instruction, faculty and teaching assistants must wear cloth face covering and maintain at least 6 feet of distance from students. A face shield may also be worn over a cloth face covering, but a face shield may not be substituted for a cloth face covering.



- When an instructor cannot maintain 6 feet or more of distance from a student (for instance to review the student's work), in addition to wearing a cloth face covering, they must maintain as much space as possible, avoid each other's breathing zones, and limit the amount of time in close proximity as much as possible. Faculty should not spend a combined time of 15 minutes per class in close proximity with students unless also using additional protective measures as described in the Academic Laboratory Guidance.
- Transparent face coverings may be worn by faculty, staff, and students in classes where observation of facial or mouth movements is necessary for communication or course material. The course instructor may request [transparent face coverings](#) for pedagogical reasons, for all instructors and students participating in a course. Pedagogical requests should be submitted to their department's safety officer and/or logistics coordinator to procure transparent face coverings through [www.uvm.edu/physicalplant/supplies](http://www.uvm.edu/physicalplant/supplies). All requests for transparent face coverings for a medical condition or a disability, should be routed through the process outlined in the accommodation section below.
- Students and faculty are required to wear face coverings while in classes; therefore, eating and drinking is prohibited in the classrooms.

## Hygiene and Respiratory Etiquette

Hand hygiene and respiratory etiquette are necessary to reduce the risk of SARS COV-2 transmission from contaminated surfaces to mouth, nose, and/or eyes.

Faculty, staff and students must:

- Wash their hands for 20 seconds frequently throughout the day.
- Avoid shaking hands or other direct contact.
- Cough into their elbows and not their hands.
- Avoid touching their faces.
- Use sanitizers which are located outside of classrooms before entering and when leaving classrooms if handwashing is not available.
- Not share personal microphones or stylus, and, in classrooms where required, should use those provided them.

## Physical Distance

Maintaining physical distance is necessary to reduce the risk of SARS COV-2 through direct person-to-person transmission of respiratory droplets and to allow for reduction of the concentration of airborne infectious material in a space through dilution.



- Classroom and laboratory occupancy limits and layouts have been adjusted to de-densify, and accommodate appropriate six-foot physical distancing. Adjusted room limits, layouts and six-foot distancing must be adhered to.
- Entering and Exiting Classrooms –Students should maintain six-foot distancing and should not congregate while entering and/or exiting a classroom. Where there are two or more entrances/exits, students and employees should adhere to the enter and exit signs.

## Ventilation

Ventilation can reduce the risk of SARS COV-2 transmission by reducing the concentration of airborne infectious material in a space through dilution.

At UVM:

- Heating, Ventilating and Air Conditioning (HVAC) units are all providing ventilation as designed and are regularly maintained on a 6-month or 12-month schedule depending on the building. Maintenance includes changing air filters and conducting preventative maintenance to avoid unexpected shut-downs.
- Energy saving schedules are being altered to allow systems to operate continuously 24/7.
- Demand control ventilation systems are being disabled to allow systems to operate at maximum capacity.
- Most building HVAC systems are on UVM’s building management system and are monitored 24/7/365. Staff are on campus 24/7 to respond to system alarms.
- Ceiling and portable fans may be operated in any classroom to increase air circulation. Where used, these should be left running continuously.
- In rooms without a central HVAC system, windows that are designed to, may be opened when outside environmental conditions permit. If assistance is needed with window operation, contact service operations support at [sos@uvm.edu](mailto:sos@uvm.edu) or (802)656-2560.
- UVM PPD is assessing ventilation systems, operability of windows, air conditioning units and the need for fans.



## Cleaning and Disinfection

Cleaning and Disinfection are necessary to reduce the risk of SARS COV-2 transmission through surface contamination and contact to mouth, nose and eyes.

- Classrooms will have cleaning/sanitizing wipe dispensers installed. Students should use the disinfectant wipes to wipe down their seats and desk tops upon entering each class and deposit the used wipe in the nearest trash bin.
- Teaching personnel should use the wipes to disinfect the touchpoints and tools in the lecture area after class and deposit used wipe in the nearest trash bin.
- Hand sanitizers are available in the hallways near all classrooms. Everyone should use them to clean their hands before entering and after exiting the classrooms.
- UVM Custodial Services clean and disinfect all classrooms daily before 8:00 AM and common touch points throughout the day (5:00 AM – 8:00 PM).
- Employees and students should report facilities issues, such as empty wipes containers, and hand sanitizers to Service Operations Support at [sos@uvm.edu](mailto:sos@uvm.edu) or (802)656-2560.

## Accommodations

Employees who are not able to follow these procedures due to a medical condition, should contact the UVM ADA Coordinator in Human Resource Services at [accessibility@uvm.edu](mailto:accessibility@uvm.edu) or 802-656-0945 to request an accommodation.

Students who are not able to follow these procedures due to a medical condition should contact Student Accessibility Services at [access@uvm.edu](mailto:access@uvm.edu) or 802-656-7753 to request an accommodation.

Reasonable accommodations will not include absence of face coverings in the presence of others. UVM anticipates no accommodation that allows a UVM employee, student, or community member to be present at UVM facilities or activities in the presence of other people without a face covering, unless they meet one of the exemptions from VDH/CDC <see [www.uvm.edu/returntocampus/face-coverings](http://www.uvm.edu/returntocampus/face-coverings)>.

Information regarding approved accommodations will be emailed directly to supervisors for employees and to faculty for students.



## Supplies

Faculty and/or teaching assistants may request replacement face coverings, and/or other COVID-19 supplies through their department's safety officer/logistics coordinators.

### Related Documents:

COVID19\_Academic\_Laboratory\_Guidance

UVM Safety in the Laboratories: <https://www.uvm.edu/riskmanagement/safety-laboratories>

UVM Face Covering Guidance: <https://www.uvm.edu/returntocampus/face-coverings>

Questions regarding this guidance should be directed to Francis Churchill, UVM's COVID-19 Safety Officer at [francis.churchill@uvm.edu](mailto:francis.churchill@uvm.edu).

