



## COVID-19 Classroom Protocol

*The University has adopted this protocol to comply with applicable state and local public health orders and to be consistent with applicable federal and state guidance. The Provost's Office may issue updated protocols, which become effective upon adoption, to respond to changes in state and local public health orders, to be consistent with new federal and state guidance, and/or to adapt to changing conditions on campus. Please watch for updates to these protocols and regularly check the [DU COVID-19 website](#) for news and other important information.*

### **University of Denver COVID-19 Classroom Protocol**

#### **Student Attendance**

Students at the University of Denver are required to attend classes pursuant to program accreditation requirements, University of Denver policies and guidelines, and individual professor attendance policies. Enrollment in an in-person class carries the expectation of in-person attendance. While we hope that the need to isolate or quarantine will be limited this academic year, we recognize that isolation/quarantine may still impact in-person attendance. Further, anyone who experiences any COVID-19 symptoms must promptly test and self-isolate while they await results of the test. Therefore, instructors should develop clear policies and options for students to meet class requirements during isolation or quarantine (or when sick) and should not require in-person attendance during these limited times.

When the University places DU students or personnel in isolation or quarantine, the individual will receive documentation within MyHealth to provide to instructors regarding the duration of their quarantine or isolation and when and under what conditions they may return to in-person activities. The student is responsible for providing this documentation to instructors. The DU COVID Team can provide verification of a student's need to be isolated/quarantined should there be any question regarding compliance with University attendance and related COVID-19 policies. If a student must miss an in-person session due to illness (prior to having results from a COVID-19 test, or when experiencing other symptoms of a communicable illness), the usual sickness policies should apply to the missed session. If a student receives a positive COVID-19 test off-campus or is notified by a public health authority about the need to quarantine, they must provide this notification at [reportCOVID@du.edu](mailto:reportCOVID@du.edu) or by calling 303-871-COVD. The University will then place the student in isolation and quarantine pursuant to University protocols and this policy will apply.

#### **Access to Course Materials During Illness, Isolation or Quarantine**

Fall 2021 classes scheduled to be in person will not be offered in a hybrid or hyflex mode. Therefore, during individual quarantine or isolation or illness, students may need to complete coursework independently. They should not expect to be able to use video conferencing software such as Zoom to attend courses remotely. Instructors are required to use Canvas to provide access to essential course materials, including syllabi and assignments. If instructors choose to provide recordings of classroom sessions, they may, but this should not be expected. If the instructor is ill or needs to isolate/quarantine, the instructor should arrange for relevant course materials to be accessible for students to continue making progress in the course. Each instructor should have in place a plan to continue instruction should they need to isolate or quarantine. These plans can be asynchronous or synchronous as fits the



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pedagogical approach. All instructors should also have a documented “course buddy” or backup instructor, provided to their department chair, program director, or associate dean, who can help in the event of extended unavailability to teach. Guidance for contingency plans in the event of a dependent becoming ill or needing to quarantine will be provided in advance of Fall quarter start. Should conditions worsen significantly, and the University alert levels change to those requiring remote instruction, having all essential course materials already available in Canvas supports a smooth transition and is strongly encouraged wherever feasible.

### **Face Coverings/Masks**

All DU personnel and students must follow the required [face covering protocol](#). All DU personnel and students without verified full vaccination records must wear face coverings/masks at all times while indoors, except in private offices or residential rooms or while actively eating or drinking. Anyone may choose to wear a face covering/mask at any time for any reason. Mask requirements in classrooms for fully vaccinated DU personnel and students depend on the campus alert level; in level clear, fully vaccinated DU personnel and students do not have to wear masks during class. At alert level green, masks are required in class regardless of vaccination status. In classroom settings, instructors or students who are presenting at the front of the class may remove their mask if they remain 6 ft or more from the first row of occupied seats in level green. At alert level blue, this distance is increased to 12 ft or more. In levels yellow or above, masks must be worn at all times.

Please refer to the [COVID compliance protocol](#) for the escalating steps for addressing non-compliance as well as the protocol for addressing disruptive classroom behavior. Students who are non-compliant with COVID protocols should be reported [here](#). Individual instructors have the right to determine whether specific student classroom behavior and conduct is disruptive to the learning environment. In extenuating circumstances, instructors may require a student to leave an individual class meeting based on disruptive behavior and conduct. Instructors are not authorized to permanently remove a student from the course without following the [Disruptive Classroom Behavior](#) process. Instructors should initiate the Disruptive Classroom Behavior process as soon as possible after the initial disruption. Instructor non-compliance should be reported to the instructor’s supervisor (i.e., their department/division chair or dean).

### **Eating & Drinking**

Eating is prohibited during class for the duration of the 2021-22 academic year, except for students with an approved accommodation through the Disability Services Program. Drinking in class through a straw is permitted provided that the individual keeps their mask on while drinking. While dining in common areas or public spaces, including the Community Commons, masks must be worn while not seated, but may be removed while seated.

### **Seating Charts**

To facilitate contact tracing, instructors must record selected seats in classes of 20 or more students. Instructors will be provided a floor plan of their classroom and asked to document the selected seats of each student and provide these assignments to the Office of the Registrar via the email address [seatassignments@du.edu](mailto:seatassignments@du.edu). Instructors are welcome to have students select their preferred seat on the first day and simply record these selections; however, students must sit in the same seats moving forward.



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In the event your pedagogical approach depends on reseating or if you have changes at the add/drop period, please provide an updated seating chart at that time. In contexts where seating is not utilized, instructors are instead encouraged to help students learn each other's names to facilitate contact tracing if necessary. Instructors will be asked to provide an initial seating chart and to update this chart after the add-drop period as needed. To facilitate recording seat selections in larger classes, instructors will be provided stickers with their students' names via their department and classroom seats will be numbered.

### **Field-Placements, Internships, Clinical Work & Service Learning**

At this time, for the protection of the DU community and the surrounding community we serve, students and DU personnel without verified full vaccination records will not be permitted to provide in-person clinical services or participate in-person in field experiences, internships or service learning as described in the [Field & Internship Protocol](#). Individuals who have an approved medical or religious exemption from vaccination and for whom an internship, field-placement, clinical work or service learning is an academic requirement should pursue an accommodation through the Disability Services Program. In these special cases, the DU COVID Coordinator Team will assist in determining reasonable accommodations. Program coordinators should not check students' vaccination statuses themselves; instead, they should contact [covidcoordinator@du.edu](mailto:covidcoordinator@du.edu) with a roster at the start of the term, and the COVID team will clear students for participation and make outreach to facilitate compliance.

### **Field Trips**

The University of Denver is known for our faculty's innovative experiential learning activities and we encourage field trips during low-risk alert levels. Please review the protocol for off-campus travel [here](#). However, no one is allowed to attend a DU field trip without campus clearance. Faculty must ask the student to log in and show their PioneerWeb access status on the student's PioneerWeb home page. CLEARED or CLEARED FOR HIGH CONTACT ACTIVITY is required to participate. Faculty wishing to take a class field trip should develop a plan that includes name of class, date of trip, duration, travel method, location, and plan to validate clearance. They should acquaint themselves with the COVID protocols of the destination, and email this information to their supervisor and to the COVID team at [covidcoordinator@du.edu](mailto:covidcoordinator@du.edu) for approval. A class roster must be kept for the field trip. Instructors having trouble developing a COVID plan for the field trip please write [covidcoordinator@du.edu](mailto:covidcoordinator@du.edu).

### **Creative & Performing Arts**

We are enthusiastic about returning to in-person creative and performing events and look forward to welcoming audiences to our performances. An ongoing performance group inclusive of Theatre, Lamont, Newman and Athletics will work together to share best practices as we return to full-capacity events. Please stay tuned for additional protocols relevant to the creative and performing arts.

### **Instructor supports**

High-quality, high-touch and high-impact teaching and learning is a DU hallmark. Please visit the Office of Teaching and Learning for teaching resources, short courses on a wide range of pedagogical tools, 1:1 consultation and peer and OTL staff support. Every course should have a Canvas course container with at least the [minimum materials described by the OTL](#). Please check the OTL



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[resource page](#) frequently for resources, including sample syllabi language and helpful graphics and tips. Making all handouts available via your Canvas course container is always best practice but the COVID protocols do not restrict the use of paper or other shared materials this year due to our current understanding of surface transmission risk.

Voice-amplifying microphones are available through classroom support services/digital technology. Faculty looking to obtain one of these devices should contact classroom support at [Classroom-Support@du.edu](mailto:Classroom-Support@du.edu) or work through their unit.

Just like last year, each course should have a “course buddy” or backup instructor: another faculty member with access to the Canvas course, who can help manage the course in their absence if necessary. All faculty are asked to prepare a contingency plan that covers either themselves or one of their TAs becoming ill. Guidance for contingency plans in the event of a dependent becoming ill or needing to quarantine will be provided in advance of Fall quarter start.

### **Cleaning & Disinfection in Classrooms**

We encourage individuals to use available disinfectant materials to wipe their space before class. As noted above, eating in class is prohibited. Custodial staff will disinfect classrooms using specialized equipment; please see the [disinfection and cleaning protocol](#) for more detail. To support this important role, we ask that all individuals remove their trash and return furniture to its usual position if moved during class. This allows our custodial colleagues to focus on duties that are most important for our collective health and safety.

### **HVAC & Ventilation**

In Summer 2020, all buildings were thoroughly evaluated for ventilation and HVAC systems were upgraded. In the fall, we double-checked these upgraded systems and added CO2 monitors and additional HEPA filters where necessary, to make sure all building ventilation met COVID standards. We had no instances of classroom transmission, only coincidental positives due to students being roommates, in the same social group, etc.

### **Positive Notifications**

If a student, TA or instructor tests positive, the [Positive Test Response protocol](#) will be followed. The individual who has tested positive will be informed and receive information on the duration of their isolation and resources to help them. Close contacts within the class, if any, will be contacted by the Critical Response Team. Close contacts will be determined via interview and via seating charts.

Instructors should not disclose to any person at any time the private health information of their students. Notification of close contacts and vicinity notices will be provided by the Critical Response Team in a secure and standardized manner. Instructors should not cancel classes or take other corrective actions unless instructed to do so by the Covid response team. Vaccinated individuals are not required or recommended to quarantine if fully vaccinated – and this will be true of nearly our entire

Mary Clark  
Provost  
Leslie Brunelli  
Sr. Vice Chancellor



UNIVERSITY *of*  
DENVER

2199 S University Blvd  
Denver, CO 80129  
303-871-2996

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community. Close contacts, whether or not they are vaccinated, will be required to test following exposure on days 1, 5 and 9 so that we are able to closely monitor for any transmission.

### **Questions and Support**

If you or your students have questions or concerns, please direct these to the COVID email or information line ([COVIDcoordinator@du.edu](mailto:COVIDcoordinator@du.edu) or 303-656-7137), so a member of the COVID response team can help. While we cannot share the protected health information of individuals, we can help talk through situations in general terms, and make sure that any relevant information someone may have is conveyed to the contact tracers. We understand that vicinity and close contact notifications can be stressful.