

Fall 2020
Quick Start Guide to Teaching



PUBLIC HEALTH PROTOCOLS

General

- Do not add any extra public health protocols or procedures to what the institution has already deemed appropriate.
- Do not make medical judgements about your students; if students express concerns about their health, take them aside to recommend that they contact Student Health Services.
- If you have questions about what to do in a specific situation, or about COVID preparations or protocols, please contact your dean (for division-specific questions) or the Provost's Office (454-6400, for general questions).

Face Coverings

- Everyone should wear a cloth face covering at all times.
- Masks should be worn properly. See [proper mask wearing](#) for guidance.
- Some may need time to adjust to continual mask-wearing; allow solo breaks outside as needed.
- Those without a face covering should be asked to put one on; if missing, provide a disposable mask. Departments were given reserve supplies by Facilities and can [order more](#).
- Masks may be removed very briefly only for eating and drinking in class.

Distancing

- Stay 6 feet apart.
- Closer interactions are okay if less than 15 minutes apart, understanding that accumulated close interactions, per day, increase the risk of potential infection.
- There is no period of time between interactions, per day, that “reset” the risk of infection.

Cleaning

- Users of classrooms, shops, and other instructional spaces will clean surfaces after each discrete use. Please frame cleaning as a community responsibility, in which all participate, and incorporate cleaning into the completion of each class without extending class time. You should not take on the responsibility of cleaning, yourself.
- Areas to be wiped down include, but are not limited to, desks, computers, work stations, tables, machines, equipment, tools, and high-touch surfaces.
- Paper towels and spray bottles with disinfectant will be installed in all classrooms, studios, and shops before students start using those spaces. These items will be provided centrally, at no charge to the department, and will be refilled/replaced on a daily basis.
- Shops will be supplied with disposal buckets for towels used to clean tools and shared equipment. Custodial staff will attend to the buckets regularly.
- If there's an immediate unmet cleaning supply need during the semester, submit a work order.

Student Absences due to COVID Testing, Quarantine, or Isolation

- Accommodations must be provided for students who have to miss class for COVID evaluation, surveillance testing, quarantine, or isolation. It is possible that a significant number of students in your courses may need to be quarantined or isolated, for varying periods throughout the semester.
- Students are expected to notify their faculty asap (within 24 hours of a class meeting) about any absence. You cannot require students to verify their medical status, but they may voluntarily offer more information.

- If a COVID test is required for a student, they will need to isolate until the results come back. You should work with the student to provide alternate (remote, delayed, etc.) means to complete work while the student is isolated.
- If a student tests positive, then they will be required to isolate for two weeks. You should work with the student to provide alternate (remote, delayed, etc.) means to complete work while the student completes the isolation period.
- If a student needs to quarantine because they have been identified as a close contact through contact tracing, the above would also apply.
- Discretion about any students' medical status is expected; college staff and the RI Department of Health will handle notifications about positive cases, as part of contact tracing.
- Flexibility during the pandemic is encouraged. If a student misses an excessive number of class meetings and / or is unable to complete a meaningful amount of work for the class, you may withdraw them from, or fail them for, the course. See [RISD Registrar](#) for additional information.

Instructor Absences

- If you show possible symptoms of COVID-19 in your daily screening, contact your health provider and notify your department head that you will need to miss class, as you would with any illness.
- If you are required to quarantine or isolate, notify your department head, who will make arrangements for temporarily covering the course.

Following Health Protocols in the Classroom, Studio, and Shop

- Students may need a period of adjustment to new protocols. Follow a progressive form of response: See: [COVID-19 Instructional Response Guide for Faculty and Technicians](#).

TEACHING

Instructional Setup

- Instructional spaces, including classrooms, studios, and shops, have been reconfigured to accommodate necessary distancing and flow. Please maintain the pre-set arrangement of the furniture and work spaces.
- Allot time to go over health protocols at the start of any class, including how a specific space (classroom, shop, studio, etc.) has been configured to ensure safety. Consider adding a section in your syllabus addressing the new classroom procedures.
- Make sure students are aware of taping on the floor, as well as other directional protocols (e.g. entering / exiting).
- Capacity for each space has been posted outside the main door. When in doubt, do a count.

Bookable Outdoor Spaces

- RISD has established sites for outdoor instruction, which are bookable through one's division. Most are tented and equipped with chairs.
 - A+D: 161 South Main (20 plus 1 faculty, no ADA concerns); BEB Lot (20 plus 1 faculty, no ADA concerns)
 - EFS: Farnum Park (13 plus 1 faculty, at top of hill); North Hall Circle (13 plus 1 faculty, accessible at 55 Angell)

- Fine Arts: Market Square (12 plus 1 faculty, no ADA concerns); ISB Lot (8 plus 1 faculty, no ADA concerns)
- Fine Arts and Liberal Arts: Moore Terrace (20 plus 1 faculty, not tented, accessible through College St.)
- In all outdoor teaching, public health protocols must be maintained. Instructors should be sensitive to mobility/access issues and/or the potential effect of weather on students.
- Given the State's goal to reduce, as much as possible, interaction between students and city residents, use of public spaces in the city for the purpose of teaching is discouraged.

Adapting to New Teaching Environments

- The ways in which students are physically-distanced may necessitate slightly different approaches to how you usually lecture or conduct demonstrations on equipment. The use of a microphone may help project the sound of your voice.; laser pointers may help maintain distancing during consultation or desk crits.
- Allow time to go over attendance, participation, and collaboration expectations at the start of any class, including how your class modality (online, hybrid, etc.) impacts these expectations. Consider adding a section in your syllabus addressing the new classroom expectations.
- COVID protocols may present new challenges for some students, in terms of access, participation, or comprehension. Please contact [Disability Support Services](#) for assistance in working with students who may need specific accommodations.
- Additional information about technology and training can be found [here](#).

Additional Teaching and Learning Support During the Pandemic

- [Outline of Support for Faculty](#)
- [Online Teaching Support at the Teaching and Learning Lab](#)
- [Canvas Learning Management System](#)
- [Etiquette for Remote Learning](#)
- [Student Code of Conduct for Remote Learning](#)
- [Studio/Classroom Statement](#)

Academic and Career Support Services for Students

- [Click for additional information on access to academic support units and services during Fall 2020](#)



COVID-RELATED REGISTRATION POLICIES

Course Modalities

- RISD has adopted [three course modalities](#) for Fall: In-person, Online, and Hybrid.
- To see all courses' designated modalities, visit the [RISD Registrar's website](#).

Students Adding or Dropping a Course

- Because the first week of classes will be entirely online in both fall and spring, students will be unable to visit classes in-person. Students wishing to visit a course before adding will be able to access zoom links through the Registrar's office (coming soon).
- The add/drop process is now electronic. Visit [RISD Registrar's website](#) for more information.
- In order to avoid conflicts, confirm student status (in residence/remote) via email with all students wishing to add the course.
- Incoming freshmen will not have access to the electronic add or drop forms (since their schedules are created for them) and must contact the EFS Division directly. The EFS Division will email the Registrar's office at registrar@risd.edu with any changes.

Remote Students

- Canvas enrollment lists include information about student status: all students taking a fully online semester are tagged "Remote" next to their name. Time zone differences are also noted for remote students.
- Faculty are encouraged to contact enrolled students tagged as "Remote" to verify time zone difference before the beginning of the semester.
- If a student's time zone appears to pose a conflict with your plans for course delivery, please discuss this with the student. The student may wish to remain in the course, regardless, or drop the course.

RISD-Brown Cross-Registration and Dual Degree Students

- Due to changes to the academic calendars of RISD and Brown University in 2020/21, cross-registration is only available in the fall semester.
- Brown U. students may cross-register at RISD only if the course is designated as 'online' at RISD. Brown U. students may not register for ISPs at RISD. [Click for additional information](#)
- RISD students may cross-register at Brown only as a remote student, regardless of whether the class at Brown is designated as "online" or "hybrid." For more information, see the [RISD Registrar's website](#).
- Dual Degree students register outside of the cross-registration process. They are allowed to take courses at RISD and at Brown in all modalities.

Contacts | Quick Reference

Who to contact with questions/route questions to:

Topic	Example	Contact
Enrollment	For questions about enrollment	risdenrollment@risd.edu
Student Leave of Absence (LOA)	For questions about student leave of absence	risdenrollment@risd.edu
Residence Life (Campus Housing)	For questions about campus housing	housing@risd.edu ameschis@risd.edu
Student Financial Service (SFS: Financial Aid)	For questions about student financial aid, student accounts, student employment	sfs@risd.edu
International Student Services	For questions about international students/support	oiss@risd.edu
Information Technology Services (ITS)	For assistance with technical issues related to connecting to a class	servicedesk@risd.edu
Media Resource Center (MRC)	For questions about borrowing equipment	dchandle@risd.edu
Registrar's Office	For questions about student scheduling and course registration	registrar@risd.edu
Outdoor spaces	To book outdoor tented spaces	Contact your division office

Useful links:

COVID-related guidelines and communications published by the Office of the Provost to date	Quarantine & Positive Cases
COVID FAQ	Training & Education
COVID Testing	Community Compliance
Physical Distancing Protocol	Screening & Contact Tracing
PPE and Cleaning	Travel & Commuting
Wellbeing	Facilities Service Requests
ADDITIONAL INFORMATION	

COVID-19 Instructional Response Guide For Faculty and Technicians

LOW-LEVEL

Behavior

- Not wearing PPE in class/studio
- Wearing PPE ineffectively (frequently removing mask, not covering nose)
- Ineffective hand washing
- Standing closer than 6 feet to others

Responses

"I noticed you (insert poor behavior). Just wanted to remind you that we all need to stay safe so are required to (insert good behavior)."

Direct

Indirect

"Are we out of soap? I noticed you didn't wash your hand."

"I notice you are not keeping your mask on throughout class. Do you need to take breaks outside?"

"Is this 6 ft?::Points to space between::step back:."

MID-LEVEL

Behavior

- Repeatedly not using PPE in class or ineffectively using PPE after you have addressed this as a low level incident
- Allowing guests to enter studio or classroom spaces that are not approved

Responses

"Your choice not to wear PPE constantly puts me and other members of our community at risk. If you want to remain in this class it is important to follow our safety guidelines"

Direct

Fill out the COVID Reporting Form and student affairs will address the behavior if it has been persistent.

HIGH-LEVEL

Behavior

- Arriving at class while exhibiting symptoms of COVID, despite being told not to attend
- Refusing to wear a mask in class and will not leave
- Hosting a social gathering in the studio or classroom space exceeding the number allowed and without PPE
- Engaging in Discriminatory Harassment or Bias behavior

Responses

Contact Public Safety at 401 454-6666 if the student refuses to leave the classroom

Direct

Call the Office of Bias and Discrimination at 401-427-6919