

CLASSROOM GUIDANCE FOR INSTRUCTIONAL FACULTY FALL 2021

The following guidelines are intended to empower USF instructional faculty in support of academic continuity and optimizing student learning while helping to protect the health and wellbeing of faculty, students, and staff. This guidance is considered a living document and will be updated as circumstances dictate.

WHAT CAN I DO?

- Get vaccinated and wear a mask.
- Strongly urge all students to get fully vaccinated.
- Expect students to wear face coverings in class and include that expectation in the class syllabus, which can be found on the [Faculty Success](#) website. Faculty will be provided masks for students who do not have one.
- If necessary, contact a *Respectful Responder* to handle any disruption that occurs regarding the mask expectation. More information about *Respectful Responders* and how to contact them can be found on the back of this document.
- If you are immunocompromised or have underlying medical issues, please visit the [USF Division of Human Resources](#) for information and forms to request an accommodation.
- Tell students to stay home if they do not feel well and contact [Student Health Services](#) or their primary care provider for medical advice. Report all possible exposures to assessCOVID@usf.edu, and respond quickly to their requests.
- If you feel unwell, stay home, contact your primary care provider, and notify your department chair (don't forget to have a contingency plan for instructional backup). Report possible exposures to assessCOVID@usf.edu and avail yourself of [free, voluntary COVID-19 testing](#) available on all of our campuses.
- Be flexible with in-class attendance policies, remember it is in our collective best interest to not discourage a student from reporting illness or exposure or from staying home with symptoms or as directed.
- Prepare to transition to temporary remote instruction, if teaching an in-person class, when asked by the COVID-19 team while they complete exposure assessments (contact tracing).
- Provide [additional digital delivery of class content](#) for students enrolled in in-person classes and who may be isolated or quarantined.
- Distribute any complementary online component for in-person classes throughout the semester as it is intended to enhance instructional effectiveness and student learning.
- Encourage in-person students to spread out to the extent possible. Instructional faculty can require that the front 2-3 rows (or at least 6 feet) of the classroom are held vacant.
- Assign the same seat to students, and record who is sitting in what seat in your in-person class for the duration of the Fall semester. This can assist with exposure assessments should they be necessary.
- Take regular “fresh air” breaks.
- Schedule remote office hours.

WHAT CAN'T I DO?

- Faculty cannot change instructional modality from that published in the Fall 2021 class schedule.
- For in-person classes, instructors cannot “front load” or “block” online components to replace on-campus meetings. Faculty must distribute any complementary online component throughout the semester as it is intended to enhance instructional effectiveness and student learning.
- Faculty cannot require vaccination or evidence of having been vaccinated.
- Faculty cannot require face coverings.

For the latest university guidance and mitigation protocols in response to COVID-19, please continue to visit usf.edu/returningtocampus. For information and resources to support your course delivery, visit the [Faculty Toolkit](#).

RESOURCES FOR INSTRUCTORS: CLASSROOM TECHNOLOGY FALL 2021

COVID-19 CLASSROOM POLICIES

As of fall 2021 we expect everyone at the university to wear face coverings when indoors, including in classrooms, studios, labs, or offices.

In addition to the *Fall 2021 Instructional Classroom Guidance*, we encourage everyone to follow the current university COVID-19 mitigation protocols and recommend that you:

1. appreciate that we cannot require someone to wear a mask and accept if someone will not.
2. not tolerate any disruption to your classroom (from a student refusing to wear a mask and engaging in disruptive conduct, or from other students objecting to a student refusing to wear a mask).
3. attempt to de-escalate the situation by reminding everyone that if they are masked, whether vaccinated or not, they are at low risk of exposure and that while we would like everyone to be masked for their safety and that of others, we cannot require it.
4. call the number designated by the Dean of the College or Regional Chancellor to request a *Respectful Responder* if your classroom is being disrupted. These volunteers can engage the student(s) in constructive conversation, determine their concerns and attempt to come to a mutual resolution. Conduct that disrupts our academic mission will not be tolerated and may result in a referral to the Office of Student Conduct and Ethical Development. Threatening or aggressive behavior will not be tolerated and will result in a call to University Police.
5. dismiss the class if the situation is out of control.

If you need assistance with classroom technology call:
(813) 974-HELP (4357)

RESPECTFUL RESPONDERS:

College of Arts and Sciences
813-974-2804

College of Behavioral and Community Science
813-440-7874

Muma College of Business
813-974-4519

College of Education
813-974-3400

College of Global Sustainability
949-556-7618 or 727-906-1570

Judy Genshaft Honors College
813-760-4704

College of Marine Science
727-553-1634

College of Medicine/The WELL
813-974-6383

College of Nursing
813-974-7863

Taneja College of Pharmacy
813-396-2499

College of Public Health
813-974-7390

College of The Arts
813-974-5135

Undergraduate Studies
727-314-2968

Tampa Library
813-974-2729

USF St. Petersburg campus
727-612-2090

USF Sarasota-Manatee campus
941-359-4200 or 941-993-8548

