

Date: August 6, 2020

From: Chuck Taber, Provost and Executive Vice President

To: University Leadership

RE: Fall 2020 Preparation Updates and Student Communications

Dear Colleagues,

With just a little over a week until the start of the fall semester, I am writing to share updates and additional information to help support your planning and preparations.

1. **COVID-19 website.** The [COVID-19 website](#) and K-State Today continue to be the best source for the most up-to-date information regarding the overall status of Fall 2020 preparation and planning. Most recent postings to the website include [student organization guidance](#) and [visitors](#).
2. **Updated Reawakening Plans.** An announcement was posted requesting [updated reawakening plans](#). Units are not required to resubmit reawakening plans, but are encouraged to review the updated university guidance and adjust plans accordingly.
3. **Employee Return to Campus Updates.** The new training, "[Come Back 'Cats-Reopening K-State](#)" was released on Monday. Employees who are returning to our campuses are required to complete training. If you have not done so, please do so soon. Completion is tracked through HRIS.

Over 4,000 people completed the previous training, and while we are not requiring you to complete the new training if you had already completed the previous training, you will find value in this revised version.

4. **Fall term syllabus statements.** The information about [fall term syllabus statements](#) was distributed earlier this week.
5. **Faculty course planning and communications with students.** A checklist for faculty is attached to this message. This document is to assist your preparation for the semester, and provide you with information to communicate to students on the expectations for your class. It includes important points for all modes of course delivery (in-person, blended, and online), as well as important health and wellness protocols. If you have any questions, please contact Brian Niehoff at [niehoff@ksu.edu](mailto:niehoff@ksu.edu).
6. **Health and safety in the classroom.** Information is available about the [health and safety protocols in the classroom](#), including cleaning and disinfecting guidance. I want to emphasize a

few points to help with your planning. Classes will end 5 minutes early to allow for cleaning and disinfecting between classes. The instructor of the class leaving the room will need to complete the cleaning protocol and the dwell time for the product is three minutes. No students in the class entering the room should begin the second stage of the protocol until the dwell time has passed. Please tell your students to arrive at class at the scheduled time (not early) to reduce the number of people waiting in hallways and corridors. All instructors should view the short Victory sprayer informational (<https://www.youtube.com/watch?v=6b7xpYYTq2Y>) and instructional video (<https://www.youtube.com/watch?v=rE7Jit-NCI8>) prior to using.

7. **Student communications.** We sent a [communication](#) to students on Monday about the final academic schedule, class teaching modalities, and the opportunities to adjust their schedules. On Wednesday, students received an issue of [K-State Today](#) with information about the Every Wildcat a Wellcat (EWAW) health and wellness kit and a new [digest of student guidance](#) to help respond to common questions about the campus experience this fall. On Friday, students will have a third targeted message featuring the EWAW pledge, access to the required student training, and a new return to campus checklist for students.
8. **New Student Convocation.** Plan to join the virtual [2020 New Student Convocation](#) on Sunday, Aug. 16 at 5:30 pm. We are encouraging virtual or small group watch parties and hope to see engagement from across the university to help welcome our new students.
9. **Virtual Town Hall reminder.** Please join the [Virtual Town Hall](#) on Aug. 11 from 9:30-11 am via YouTube Live. President Myers and I will review already announced plans and respond to commonly asked questions about preparations for the fall. We will be joined by Faculty Senate president and associate professor in the Applied Human Sciences department Mindy Markham and Kyle Goerl, medical director for Lafene Health Center.

I will continue to send communications to help summarize the large volume of information. Please share these messages across your units as it reinforces expectations and alleviates some of the uncertainty we are all facing. I know everyone is working incredibly hard in these final days before the beginning of the semester. Thank you for all of your efforts.

Stay safe and be well.

Chuck

## Fall 2020 Checklists for Instructors

It is very important that all instructors communicate with their students regarding how their class will be conducted, as well as the expectations for the specific class. To assist instructors, the following checklists have been created for each instructional mode (in-person, blended, or online), as well as more general information, to communicate with students.

### Instructional Mode: In-Person

- Attendance: In-person classes are scheduled to meet in the classroom for every session
  - Let students know they are expected to attend all class sessions unless they have an [excused absence](#) or have COVID-19 related symptoms, been exposed to the virus, are ill, or need to complete a travel-related self-quarantine.
  - If a student cannot attend in-person due to illness or other allowable reasons, see “Accommodating students who cannot attend in-person” below on procedures to follow.
  - Instructors should be prepared to work with students who are unable to attend the in-person class.
- Classroom Safety Expectations
  - Masks should be worn at all times, including in hallways and classrooms.
  - Maintain 6-foot social distance as much as possible, including in hallways and classrooms.
  - Facilities has identified classroom [physical distancing](#) capacities. Floor plans indicating the appropriate furniture arrangement and occupancy of the room will be placed at the teaching podium in each classroom. Classroom seating available for use will be marked. Each classroom door will have signs indicating maximum capacity to achieve physical distancing.
  - Seating chart: As a best practice, instructors should develop a seating chart for their classrooms and require students to remain in the same seat throughout the semester.
  - Do not bring food and drink in the classroom, unless you or the student or visitor has a documented accommodation (as masks must be removed to eat or drink).
- Teaching Safety Expectations
  - Wear a mask or face shield when teaching. Face shields are allowable while lecturing and a cloth face covering should be worn when entering and exiting the classroom.
    - The [Division of Facilities storeroom](#) is a centralized location for ordering face coverings and supplies.
  - Group work will be difficult in the classroom given social distancing and masks. Faculty might need to pair students rather than use groups of three or more.
  - Clarify how (and when) students should communicate with you before or after class. Social distancing and mask wearing must be maintained.

- Cleaning and disinfecting the classroom
  - Faculty who are exiting the classroom are responsible for cleaning classrooms. They may ask one or two students to assist. Students who are assisting should review the Cleaning Guidelines and watch the instructional videos.
    - Please read [Cleaning Guidelines](#) (p. 5) for instructions on cleaning classrooms.
  - Dismiss class five minutes early to allow time for cleaning.
    - Students who are not assisting with cleaning should be encouraged to leave the room quickly so that cleaning can begin.
  - Students waiting to enter the classroom for the next class should maintain social distancing in the hallways and remain outside the room until cleaning has been completed. Ask students to arrive at the start of the scheduled class time rather than early to minimize large groups gathering in hallways and corridors.
  - Spray work areas used
    - Each room will be equipped with either a bottle sprayer or a Victory sprayer.
      - Please watch the [instructional video](#) for using Victory sprayers.
    - The instructor from the leaving class is expected to spray the work areas used during the class.
    - The class waiting for the room should not enter until the room has been completely sprayed.
    - After a three-minute dwell time, the instructor should ask students entering the classroom, to wipe down the spaces that have been sprayed.
    - For more information, see the guidance on cleaning (<https://www.k-state.edu/covid-19/guidance/health/cleaning-disinfecting.html>)
- Accommodating students who cannot attend in-person
  - Provide instructions for students who do not or cannot attend in person.
    - Will they be able to attend synchronously or view a recording at a later time?
  - Technology is in the classroom to record lectures and class discussion.
    - IT is installing Zoom capable systems in all rooms that will be used for teaching. The installation is not yet complete but is expected to be in place by the start of the semester. Training on this technology will be available. In each room, there will be a phone number and email address for instructors to reach out for real time help. There will also be a QR code in the room to a short video that shows instructors how to use the camera and mic. Questions may be directed to Scott Finkeldei, [curtain@k-state.edu](mailto:curtain@k-state.edu).
  - Plan to post recordings of lecture and discussion on Canvas.
    - Let students know when they can access the recordings from the class.

### **Instructional Mode: Blended**

- For the in-person portion of the class, all of the above information on In-person Instructional Mode also applies to the Blended mode except that students will not be attending all sessions of the class.
- Attendance
  - Clarify to students how the in-person component of the class will operate.
    - The full class will meet (how often, in person/online)
    - If divided: The class will be divided into (x) groups with each group attending in person on different days (provide explanation).
  - Clarify specifically how the first week of classes will operate.
    - The class will meet... (if meeting in person, describe who will be expected to attend the in-person component and where).
    - If some students are not expected to attend in person, will they be expected to attend online synchronously?
      - Provide instructions for online attendance.
- Managing in-person and online components
  - On the syllabus and Canvas, be clear about which sessions will be in-person and which will be online.
  - Let students know your plan for how the online sessions will be conducted (synchronous or asynchronous – Be clear about what these words mean).
    - Will you have synchronous meetings over Zoom?
    - When will you post instructional materials?
    - Do you plan to post online modules for them to work through?

### **Instructional Mode: Online**

- Overall Operation of the class
  - Let students know your plan for how the online sessions will be conducted (synchronous or asynchronous - Be clear about what these words mean).
    - Will you have synchronous meetings over Zoom?
    - When will you post instructional materials?
    - Do you plan to post online modules for them to work through?
- First week of classes
  - Clarify expectations for what students need to do for the first week of class.
  - If you will be lecturing via Zoom, provide instructions for them to attend.

### **For all Instructional Modes:**

- Office Hours: Describe how you will conduct office hours. Virtual office hours are recommended. What is your version of office hours? Will it occur on Zoom or Canvas? How will students connect?
- Students who are unable to attend class due to the need to isolate or quarantine because of COVID-19 related symptoms, exposure, illness, or travel-related self-

quarantine mandates (see <https://www.k-state.edu/covid-19/guidance/health/covid-19-exposure-protocol.html>) should contact the Office of Student Life, who will inform the student's instructors. Students may also be encouraged to contact the faculty member directly.

- Students on the Manhattan campus can complete the form on the [Office of Student Life website](#) or contact them at 785-532-6432 or [stulife@ksu.edu](mailto:stulife@ksu.edu).
- Students on the Polytechnic campus should contact Kyle Chamberlin at 785-826-2662 or [kchamberlin5@k-state.edu](mailto:kchamberlin5@k-state.edu).
- Students on the Olathe campus should contact Kimberly Ramacciotti at 913-307-7313 or [kramacciotti@k-state.edu](mailto:kramacciotti@k-state.edu)
- Technology Concerns: Encourage use of [IT Help Desk](#).
- Encourage open lines of communication with students about illness and other emergencies they may face.
- Let students know your policy regarding participation and assignments in case of student emergencies.

### **For Health and Safety Planning**

- Remind students about the small steps that we all can take to help stop the spread of the virus:
  - [Monitor yourself for symptoms and stay home if you are sick.](#)
  - [Wear a face covering.](#)
  - [Wash your hands.](#)
  - [Maintain 6-foot physical distancing.](#)
  - [Take the Every Wildcat A Wellcat pledge.](#)
- Reminders: Employees, students, and visitors should self-assess their symptoms and should not come to campus if:
  - they are sick,
  - [have a temperature over 100.4 degrees F,](#) or
  - have other illness symptoms of the coronavirus as listed on the [U.S. Centers for Disease Control and Prevention, or CDC, website.](#)
  - Persons who develop any of these symptoms while on campus should leave and return to their local residence.
- Employees, students, and visitors should help keep our campus communities safe by following [specific guidance](#) if they have:
  - tested positive for COVID-19,
  - a sick family member or roommate at home with COVID-19,
  - been in close contact with another person who has COVID-19,
  - been tested for COVID-19 and are awaiting results, or
  - recently traveled.
- Individuals must follow [specific protocols](#) before returning to in-person classes, work, or other university activities.

**For all Students:**

- A full list of the changes and guidelines adopted by K-State due to COVID-19 may be found at <https://www.k-state.edu/covid-19/>.
- There is a lot of information to process and it is easy to feel overwhelmed. There are a number of resources and individuals who are ready to help you. Your [mental health and wellness](#) are important.
- As you prepare to come to campus, we encourage you to take the [Every Wildcat a Wellcat pledge](#) to stop the spread of COVID-19. This pledge is a way to show your commitment to taking small steps to protect yourself and the bigger K-State community and our host communities.