

RIT | A Student Guide to Classroom Safety

Introduction

As we begin preparing for Fall delivery of face-to-face classes, it is clear the health and safety of our community depends on the willingness of our students, faculty, and staff to support each other in abiding by the guidelines outlined in the RIT Ready plan. Creating a culture of mutual care and respect for the safety of others is fundamental to reducing the risk of contracting the COVID-19 virus. As students, you play a critical role in ensuring our campus remains safe and healthy. The purpose of this document is to ensure students have a clear understanding of the classroom safety standards and what is expected of you to ensure a safe classroom environment.

Classroom Safety

1. **Daily Health Screening:** Please complete the Daily Health Screen at <https://dailyhealth.rit.edu> every day to help keep our community safe. You can also use the phone-in option by calling 585.438.5257. You will need your University ID (UID) when you call. Your student UID can be found on <https://my.rit.edu>. Sign language interpreted instructions on how to use the Daily Health Screen are available on YouTube (<https://youtu.be/RV6ecfGi-Ps>).

As members of the RIT community, students are required to complete the Daily Health Screen 7 days a week. Student employees must complete the daily screen prior to reporting to work. Student employee supervisors and/or the RIT COVID Accountability team will follow up with students who do not complete the daily screen.

2. **Physical distancing:** All of the furniture in your classes will be spaced to ensure proper physical distancing. We ask you to please not move the furniture and maintain 6 feet of physical distance throughout the class period.
3. **Masking and shielding:** You must wear a mask whenever indoors. Your professors are also required to wear a mask or a face shield while lecturing, and many of them will be presenting from behind a lectern shield installed at the front of the room. These masking and shielding requirements may make communication difficult at times. Please communicate with your professor about any challenges you may have due to the masking and shielding requirements.
4. **Location Check-In:** QR Codes are located in every classroom, instructional lab, and study space across campus. You are required to check-in to your classrooms every time you enter them. The QR codes are large enough to allow you to check in from your seat. Students without smartphones may use their computer to check in via the website listed on the *Location Check-In* QR Code poster <https://dailyhealth.rit.edu/checkin>. Please complete the location check-in as quickly as possible upon entering the classroom to ensure a timely start to your class.
5. **Assigned Seating:** In order to support contact tracing protocols, your professors will be requiring assigned seating. You should maintain the same assigned seat throughout the semester. Upon entering an instructional space, students should use designated chairs, desks, or workstations, and maintain 6-foot physical distance throughout the class period. Chairs and

desk spaces that are to be left vacant will be labeled with “do not sit” designations to ensure students are physically spaced within the room.

- 6. Disinfecting:** At the end of class, you and your classmates should disinfect your work surfaces. This includes your tables; chairs, keyboards, computer mouse and mouse pads. There are 1-3 bottles of disinfectant in every classroom. **The spray works best when the nozzle is only slightly opened, creating a mist that covers a larger surface area.** (Opening the nozzle too much will create a direct spray, which will pool on the surface.) **Leave the spray in place – do not wipe it.** The spray is most effective when left for approximately 10 minutes. **After handling the spray bottle, students should disinfect their hands with the spray hand sanitizer provided in the classroom.**

Computer keyboards and the computer mouse may be disinfected by applying the disinfectant to a paper towel and then wiping the equipment. It is **NOT** recommended to spray the disinfectant directly on keyboards or other sensitive equipment. Everyone should regularly sanitize their hands when using shared equipment.

- 7. Classroom access and egress with proper physical distancing.** Students may be asked to wait outside of a classroom while other students exit. Please be patient and maintain 6 feet physical distance while waiting outside the classroom.
- 8. Handling Papers and Assignments.** In general, passing paper (such as graded assignments, notes, test booklets, etc.) is being discouraged. However, if a paper is exchange between the professor and students, students are encouraged to sanitize their hands after receipt of the paper, let the paper sit for 24-36 hours before further handling, and wash hands immediately after handling. In general, faculty and students are encouraged to avoid passing paper if at all possible.
- 9. Food and Drink.** Food and drink are not allowed to be open or consumed in classrooms or instructional labs except that faculty members can allow students to sip drinks using a straw if they wish. Your faculty member will let you know whether this is permitted in class.

The importance of our students in creating a safe and healthy environment cannot be overstated. We know these additional controls and procedures will require time and patience. Your efforts to ensure the safety of our community are greatly appreciated.

FAQs for Students

1. Must my professor stand behind the lectern and shield throughout my class session?

Your professor may step out from behind the lectern and lectern shield but they must be wearing a face covering. If they are moving about the room within the 6-foot distance, a face shield and covering are required to be worn if in close proximity to another individual for more than 10 minutes. For labs and clinical settings where individuals must interact with each other within 6 feet, the group is limited to 2 students plus instructor or interpreter, a total of 3. The general goal is to minimize *close contact*, which is defined as being within 6 feet of another person for more than 10 minutes.

2. What should I do if I see a violation of RIT's location check-in, physical distancing, or masking policies?

Violations of RIT policies may be documented by submitting a COVID-19 Violation Report <https://www.rit.edu/ready/adhering-rit-protocols>.

3. What should I do if I am uncomfortable wearing a mask?

Faculty and students are required to wear a face covering in all instructional spaces. If you are uncomfortable wearing a face covering, you should contact the Student Health Center or the Disability Services Office for support and potential alternate face covering options. Under no circumstances should you come to class without a mask

4. I am concerned about the air quality in my classroom, what has RIT done to improve air flow and air quality?

Air purification: RIT is installing bipolar ionization systems in its residence halls, apartments, and academic buildings to help neutralize viruses, bacteria, allergens, mold, and other airborne contaminants. Unlike many air purification systems on a standard air filter, the ions interact with biological contaminants to make them inert. RIT's testing of this technology in our own labs shows that it is effective against many airborne contaminants. Testing of the technology by the manufacturers [shows that it is effective against COVID-19](#). RIT will also reprogram its air handling units to provide the freshest air possible to learning spaces to provide dilution, as recommended by the CDC. Classroom spaces have been supplied with the maximum additional outside air possible. In some spaces, windows can be opened. In larger teaching spaces, ionization disinfection technology has been installed.

5. How do I request an access or health-related accommodation to take a class remotely?

The accommodation for remote participation in courses (whenever possible) is approved by the Disability Services Office when students request this support for reasons related to accessibility. Students requesting virtual access for reasons related to quarantine, isolation, and travel restriction should talk to their faculty members.

As is the case for any DSO academic/classroom accommodation, students are first approved for the accommodation, then must request it in each of their classes via the MyDSO portal. Once students request the accommodation, DSO staff will email faculty a course-specific

accommodation notification letter listing the accommodations the student has requested and is approved to use in their class (including virtual course participation, as applicable.) For remote access accommodations, the faculty member will be consulted to determine if remote access for the entire semester is reasonable based on the course modality, attributes, and content.

If a student requests this accommodation and the faculty member has not received an accommodation notification letter from the DSO, faculty are welcome to reach out to dso@rit.edu to confirm. Faculty may also view all their students' requested accommodations centrally via the [MyDSO Faculty Portal](#). This page on the DSO site details the process by which faculty understand and facilitate accommodations for their students:
<https://www.rit.edu/disabilityservices/faculty-resources#facilitating-accommodations>.

Students experiencing COVID-related isolation, quarantine, travel restriction, or delayed start should notify their instructors by email of their need for remote access as soon as they become aware of it. There is a remote access needs widget in myCourses with a fillable pdf that can be emailed to their instructor specifying the duration of the access need. Students should update their instructors as the semester progresses if there are any changes to their remote access needs. Students will not be asked to divulge any personal or health related information.

6. Are we ever allowed to be at less than 6 feet?

There are very few circumstances during which any RIT community member should be at a distance of less than 6 feet. From the RIT General Guidelines for Space Reopening:

Special circumstance: In teaching labs, studios or shops where 6-foot physical distancing cannot be achieved, additional PPE and other engineering controls can be implemented with pre-approval. Use the *Controls to be Implemented Form* in *Appendix F* in the General Space Reopening Guidelines to request approval.

Temporary, transient situations: Decreased physical distancing is temporarily permitted when required for essential or instructional purposes, for less than 10 minutes. No more than 2 students plus instructor or interpreter within 6 feet, at all times. Student groups of 3 or more within 6 feet are prohibited. Individuals should be informed of and agree to the increased risk and have the opportunity to wear additional PPE, such as a face shield.

7. What if I forgot my face covering?

If you forget your face covering, you may stop at the Info Booth/ Welcome Center (south of the flagpoles) to pick up a disposable face covering without leaving your car or entering a building. You can also get a disposable mask at the Campus Center Welcome Desk.

8. What is the procedure if there is a fire alarm?

Fire alarms will occur during the academic school year and individuals will still be required to evacuate the building. During the evacuation, masks must continue to be worn to protect one another, and individuals should try to maintain six (6) feet of physical distancing as long as it does not hinder the evacuation process. Once outside the building, individuals must move greater than 100 feet away from the building and maintain physical distancing during the alarm time period. Individuals may take off their mask once outside as long as they maintain physical

distancing. Once it is acceptable to re-enter the building, individuals will wear masks and maintain physical distancing throughout the entire re-entry process.