

# Siena College

## COLLEGE AND ADMINISTRATIVE POLICY

<b>Policy Title:</b>	<i>Guidelines for Classroom Safety</i>
<b>Type or category of Policy:</b>	<i>Administrative</i>
<b>Approval Authority:</b>	<i>Provost and Senior Vice President</i>
<b>Responsible Executive:</b>	<i>Provost and Senior Vice President</i>
<b>Responsible Office:</b>	<i>Office of Academic Affairs</i>
<b>Owner Contact:</b>	<i>Office of Academic Affairs, (518)783-2307, academicaffairs@siena.edu</i>
<b>Reviewed By:</b>	<i>Dr. Margaret Madden</i>
<b>Reviewed Date:</b>	<i>August 17, 2020</i>
<b>Last Revised and Effective Date of Revision:</b>	

**\*=Optional**

**Policy template Approved by President's Cabinet 25 October 2016**

All policies are subject to amendment. Please refer to the Siena College Policy website for the official, most recent version.

## **Reason for Policy**

- *Guidelines and protocols to maximize safety in classrooms during COVID-19.*

## **Scope of the Policy: Entities or Individuals affected by this policy**

- *All Faculty.*

## **The Official Policy**

### ***Guidelines for Classroom Safety***

*Enforce the requirement to wear masks. If a student comes without one, send them away to get one.*

*Encourage students to sanitize their own work areas. Supplies will be available in classrooms.*

*Assign students permanent seats. In the event that a student is infected with COVID-19 and contact tracing is required, knowing who was in close proximity to the student will be important. Please keep a seating chart showing the location of each student's seat so that contact tracers can clearly identify who was sitting near a student whose contacts need to be traced.*

*If you split your class into groups and alternate the in-person portions of the class, assign them to only one group and do not allow them to switch between groups; this is also to reduce the risk of spread to the smaller group and to facilitate contact tracing.*

*If a student stops coming to class, report it to the SKIPS line [or email [skips@siena.edu](mailto:skips@siena.edu)]. If the student is ill or quarantining due to exposure, SASE can help arrange for the appropriate medical notice so you know if you should offer a remote option.*

*If students are uncooperative, report them to Dean of Students Mike Papadopolous. Because adhering to safety guidelines is critical for the health of our community, immediate response is vital.*

*Faculty are encouraged to minimize the use of paper handouts. All materials should be posted on Canvas and students can read them on their devices. Not only will this minimize the handling of paper by multiple people, but it also will assist students who need to attend remotely in the event of illness or exposure.*

*Policies are posted on [Academic Policies COVID-19](#) page. This will also come up if you search COVID19 on Siena's website.*

### ***PPE and Cleaning supplies***

*Masks for faculty will be distributed to the deans' offices; masks for others will be in your*

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*departmental office.*

*Every classroom will have a tote with cleaning supplies, which will be replenished as needed. Hand sanitizer dispensers will also be in each classroom. Hand sanitizer will be available for public spaces or shared offices. These supplies won't be charged to department budgets.*

*The Facilities Department also has some face shields that can be requested through the service desk ([fwr@siena.edu](mailto:fwr@siena.edu)) and they will have them delivered upon request. Note that face shields alone are not a substitute for effective face covering.*

**Adopted:** *August 17, 2020.*

**Reviewed:** *August 17, 2020*

**Revised:** *Date(s) of revisions made to the policy.*

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