CET Reopening Guidelines

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Charge: Assist CET faculty, staff, and departments with the development and implementation of personal, college, and ECU reopening plans

Introduction: Each CET employee, office, and department needs a reopening plan that defines what work activities must be carried out on campus; who will do that work; what precautions must be taken to mitigate risks while engaged in on-campus work; and what resources or supplies may be needed. Each individual employee is encouraged to consider both their personal well-being, their needs on campus, as well any office/classroom/lab specific requirements.

In response to the COVID-19 pandemic, there has been an unmanageable number of sources (laws, orders, mandates, regulations, recommendations, guidance, etc.) at various levels of governance. This Plan provides:

1. A centralized source for each CET employee to find the information needed cope with COVID-19 circumstances when returning to work in the fall.
2. A list of action items that each role will need to consider specifically for the pandemic environment.
3. General verbiage templates that can be shared by individual employees to ensure communication and expectations to students are consistent.
4. Contact information required to handle COVID-19 virus-related incidents occurring on campus.

The college’s reopening plans are based on guidelines established by federal (CDC, OSHA), NC DHHS, and local governments, the UNC System Office, the American College Health Association (ACHA), and ECU’s reopening plan, Return of Pirate Nation. Apparent conflicts between any college policies and external sources should be brought to the task force for resolution.

Questions? Contact any task force member, your department chair, or your supervisor.

Checklists for Returning to On-Campus Work

I All Individuals
   a Review ECU’s Guidelines for Workplace Safety (See Appendix I).
   b Coordinate with supervisor to decide which work activities require your on-site presence, your schedule for voluntary or required on-site work, and your status as a required on-site employee (ROSE). See section on “Voluntary and Required On-Site Work” below.
   c Self-screen daily for COVID-19 symptoms by using the ECU self-screening form. If you exhibit any symptoms DO NOT COME TO WORK. Stay home, notify your supervisor, and seek medical advice from your health provider as per the CDC guidelines.
   d Ensure you have appropriate PPE and are using good Personal Safety Practices while working on-campus.
   e Be aware that people are experiencing stressors that may influence their behavior negatively while they are in our campus community.
   f Utilize the ECU Cares website to report a person of concern, contact the Dean of Students, Counseling Services, Student Health, and/or ECU Police.
II  Department Chairs and Directors
   a  Monitor office needs for on-site work requirements and coordinate voluntary on-site work schedules to ensure completion. Contact the Dean’s Office before assigning any required on-site work duties necessitating designation of a ROSE.
   b  Coordinate voluntary on-site work schedules so we know who will be on campus daily, delegate responsibility as desired.
   c  Have a Virtual Presence Plan for each office to ensure “virtual” face-to-face reception of visitors during business hours.
   d  Ensure the unit office has appropriate supplies (extra disposable masks, hand sanitizer, wipes, Face shields, markers, erasers, and other technologies requested by faculty).
   e  Ensure that temporary (adjunct) faculty members receive timely information.
   f  Develop a contingency plan for every course and every key staff activity: How will we maintain continuity of teaching or office functions if a faculty or staff member is required to quarantine or isolate. How will we maintain continuity of instruction if a faculty member becomes ill?
   g  Communicate questions or problems promptly to the dean’s office.

III  Faculty Teaching Hybrid Face-to-Face Courses (HF2F)
   a  All faculty members teaching HF2F courses are “ROSEs” for the days and times their courses meet on campus, and for HF2F office hours they may choose to schedule. All other time on campus is considered voluntary with regard to presence.
   b  Syllabus modifications for lectures and labs
      i  See Appendix II for Classroom/Laboratory Syllabus Suggested Language
      ii  Mention ECU Cares website resources
      iii  Including face coverings and sanitation products as mandatory course materials will allow students to use financial aid to purchase these items
   c  Classroom management
      i  Set expectations for students on the first day of class, and frequently thereafter
      ii  Bring recommended safety supplies (Termed “Backpack Kit”) to activities involving students and other individuals (See Appendix III)
      iii  Show up early to prop open doors, direct traffic into classroom and monitor for hand sanitizer use and proper surface cleaning
      iv  All courses should use assigned seating, with a seating chart. Take attendance daily for COVID-19 contact tracing. (Attendance via tophat app or similar)
      v  Allow extra flexibility considering students being late
      vi  Use your own markers/erasers
      vii  Sanitize your personal classroom workspace (e.g., lectern) before and after using
      viii  Complete classes/labs on time; dismiss all students before leaving
      ix  Handle mask noncompliance:
         ◦  If a student does not have a mask, provide a disposable mask and explain that we wear masks to protect each other and ourselves. Also remind them of the ECU mask policy.
         ◦  If the student still refuses to wear a mask, ask the student to leave. As a last resort, cancel class. Report the incident to the department chair and the Dean of Students.
Do not confront a student under behavioral noncompliance other than reminding them of university policy.

If a student has a condition that does not allow them to wear a face mask, students may seek alternative accommodations through ECU’s Disability Support Services, (252) 737-1016, dssdept@ecu.edu, https://accessibility.ecu.edu/students/

d Course delivery modifications
i Be aware of possible new classroom assignments. Find out what classroom technology is currently available in your assigned space. (See Appendix II)
ii Request classroom technology (microphone, webcams, special keyboard, etc.) in advance. Send all requests to John Jones. Microphone requests must include classroom building and room number where requesting faculty will be teaching
iii Test technology ahead of time (Canvas, Webex, MS Teams, etc.)
iv Be mindful of overwhelmed students
v Modify course/lab delivery within constraints of space and time: clearly distinguish which parts of course will be F2F from online/hybrid parts and inform students accordingly.
vii Consider recording all lecture sessions for students who cannot attend F2F classes
vii Avoid handing out hard copies; collect electronic assignments
viii Avoid passing around things for students to sign (use phone apps for attendance, ex. tophat or similar apps)
e Set up remote office hours unless F2F meetings are needed
f Be prepared to offer Remote Delivery of Instruction for every course
g Be ready to migrate to 100% online if required to do so.

IV Faculty Teaching Capstone Courses (and Similar Courses) and Capstone Project Advisors
a Syllabus modification (see Appendix II)
b All students participating in experiential learning programs (e.g., internship, clinical experience, teacher training, field experience, capstone projects) must be registered in ECU’s Experiential Learning Inventory. Contact Scott Snead for more information.

V Faculty Engaged in Research and/or Supervising Student Researchers
a Please check REDE for updated information https://rede.ecu.edu/covid-ramp-up/
b Contact the CET Associate Dean for Research, Dr. Tarek Abdel-Salam, if you have any questions or need assistance.

VI Teaching Labs (Instructors and Teaching Assistants)
a Ensure all students and TAs have completed safety training (required once every four years). Module I training is online. Students must watch the ENTIRE video and score 100% on to receive credit https://mediasite.ecu.edu/MS/Play/16fe67fb8e69434885c2514ff923cfa51d
b Ensure TAs for open labs are trained on proper PPE usage, lab sanitation, and social distancing
c Demonstrate disinfection steps and expectations in the first lab: handwashing (if a sink is available), hand sanitizer location, use of disinfecting wipes and hand hygiene (always be mindful of what you are touching).
d Modify and/or schedule access to teaching labs and other work areas based on current ECU and CET guidance (See Teaching Hybrid Face to Face section above)
e Dismiss students in an orderly fashion and remind them not to loiter in hallways.
Lab use requirements
  i  Identify locations of wash stations, hand sanitizer, and wipes and ensure they are stocked before students arrive
  ii  Set expectations for students on the first day of class, and frequently thereafter
  iii  Show up early to prop open doors, direct traffic into laboratory and monitor for hand sanitizer use and proper surface cleaning
  iv  All courses should use assigned seating, with a seating chart and take daily attendance for COVID-19 contact tracing.
  v  Ensure that the number of students in your lab or workspace does not exceed the posted capacity limit
  vi  Remind students to wear face coverings properly, to sanitize hands before touching equipment, and to sanitize equipment after use (as appropriate)
  vii  Computer labs: follow cleaning guidelines published by ITCS:
      ▪  Keyboards and touchscreens can be cleaned with 70% ethanol wipes provided by ITCS OR by using 70% ethanol sprayed onto a paper towel then wiped with wet paper towel.
      ▪  Never spray cleaners directly on electronic equipment directly.
      ▪  Never use bleach.

Voluntary and Required On-Site Work:

1. Telework: CET employees should continue to telework as much as possible to minimize the number of people on campus.
2. Voluntary on-site work: Some faculty and staff may wish to come on campus to accomplish some of their work, especially that which can only be done on-site. Such “voluntary on-site work” must be scheduled and approved in advance by your supervisor until we reach Phase 3 of reopening.
3. Required on-site work: based on legitimate business needs, some work can only be accomplished on campus and on specified days and times. Employees assigned to do this work are designated as “Required On-Site Employees” (ROSEs).

Appendix I: Links to ECU Resources

- **Return to Pirate Nation**
  - Employee Workplace Safety guide
  - COVID Supplies Ordering Guide
  - FAQs for Employees
  - Academic Calendar
  - ECU Mask Policy

- **Software Resources**
  - CET software download site
  - ECU software download site
  - Canvas Instructor Guides
  - ECU site logins (Canvas, PiratePort, Mediasite, webex, etc)

- **ITCS Classroom Technology Search**
Appendix II: Faculty Senate Recommendations

- Faculty Senate Recommendation for Syllabus (General)
- Faculty Senate Recommendations for Syllabus (labs)
- Faculty Senate Recommendations for Design and Delivery of Courses
- Faculty Senate Recommendations for Hybrid Options
- Faculty Senate Recommendations for Contingency Planning for Courses
- Faculty Senate Recommendations for Laboratory Practices
- Faculty Senate Recommendations for Field Trips

Appendix III: Recommendations for Personal Protective Equipment (PPE)
Items for your “Backpack Kit”: Masks, Hand Sanitizer, Wipes, Face shield

1. Masks: [ECU Mask Policy]
   i. Cloth Face Masks: ECU will supply 1 to each employee. You can pick this up in the Lab Supervisor’s office after Aug10. Please don’t rely solely on the ECU provided masks, plan to acquire masks on your own. Whether you choose to purchase disposable masks or cloth mask is your choice.
   ii. Disposable Masks: Currently we have 8000 disposable masks in the CET office. These will be distributed to HF2F teaching faculty members and these disposable masks should be “emergency” use only in the case a student loses/misplaced or forgot their mask that day. Students/Faculty/Staff should not be relying on these masks for daily use. We suggest each faculty teaching HF2F put at least 20 in their bag and carry to class each day.

2. Hand Sanitizer:
   i. ECU Facilities should provide hand sanitizer stations at Building Entrances, High Traffic Areas, and Elevators.
   ii. Each faculty member will be provided with a bottle of hand sanitizer. Carry this with you to each classroom to ensure it is available. Each Department Admin can order this for their faculty members.
   iii. Labs in CET will have hand sanitizer. Contact the Lab Supervisors should refills be needed.
   iv. In labs that have sinks, hand washing should be encouraged. CET Lab supervisors will make sure soap and towels are available.

3. Surface Wipes:
   i. Labs in CET will provide disinfectant wipes. Contact the Lab Supervisors should refills be needed.
   ii. Each faculty member be provided with a canister of disinfecting wipes. Carry this with you to each classroom to ensure it is provided. Each Department Admin can order this for their faculty members.
iii ITCS should be providing wipes for all computer labs. These will be 70% ethanol based wipes that should be safer for electronics.

iv Bleach (sodium hypochlorite) based products should **NEVER** be used in CET. Bleach is extremely corrosive and will cause long term irreparable damage to equipment and surfaces.

v Building occupants should wipe down commonly used surfaces before and after, this includes any shared-space location or equipment (e.g., copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, doorknobs, etc.). Be mindful of what you and your students are touching during the class time.

4 Face shields:

i Face shields will be provided to faculty teaching HF2F sections who may not be able to wear a mask while delivering instruction. They may also be necessary for instructors or teaching assistants working at close distances with students in laboratory settings.

ii Face shields can be purchased by Dept Admins for faculty that request them. Disinfect at the end of each class/use.

iii Face shields should stay with their owner and **NEVER** be shared between others.

iv Per [ECU mask policy](#) exception 3.2.7, your mask can be removed and just a face shield used if you are **actively teaching** in a face-to-face educational setting provided that you put your mask back on at all other times.

v Students working in groups in close proximity are encouraged to wear a mask AND face shield. The students will need to provide their own face shield and decontaminate after each use.

vi Face shields do not replace eye protection. If eye protection is required for a lab, then eye protection will be worn under the face shield.

5 Disposable Gloves:

i **Disposable gloves** for the purpose of COVID19 protection are not necessary if other mitigations measures are followed (hand washing/ hand sanitizer/ mask usage/ surface cleaning).