
SPRING 2021 PREPARATION FOR TEACHING CHECKLIST FOR INSTRUCTORS

We provide this handy checklist for instructors to help you keep track of key non-academic aspects to keep your teaching environment healthy during COVID-19 in the Spring 2021 term.

Before you go to class

- If you have COVID-19 symptoms, do not come to university grounds and report your symptoms at CSU's online COVID Reporter and instruct students to do the same: <https://covid.colostate.edu/reporter/>. This is required when you are experiencing symptoms. You will also find that the COVID Reporter provides you with an avenue to report concerns in your academic environment about someone who may have COVID or who has reported to you that they have COVID.
- Obtain your own face coverings and wear one while teaching. Your department office will have spares. Face shields are not sufficient replacements for a mask unless special circumstances are in play – more information about when you can wear a face shield instead of a mask is at <https://covid.colostate.edu/kb/instructors-and-masks-face-shields/>.
- If you will be using a microphone, make sure that you have arranged to pick up your own mic or understand how to use the broadcast mic in the room.
- Know the specifics of your classroom Pandemic Preparedness Team-approved physical distancing layout, and exit and entry plans if there is more than one door. Use verbatim language in your syllabus from the [TILT](#) and the [Keep Teaching Site](#).

In the classroom

- Wear your face covering when in the classroom. See <https://covid.colostate.edu/employees/>.
- Facilities Management and the Pandemic Preparedness Team have prepared your classrooms. DO NOT move furniture or seating unless you are in a lab or studio.
- Use the disinfecting supplies located in or near your classroom to disinfect your personal space (e.g., table, podium). Instruct students to disinfect their chairs, desktops, and/or tables. Expect students to follow public health requirements (masks, follow posted instructions, clean their seating areas) when they are in the classroom or laboratory space.
- Remind students not to eat in the classroom. Students and instructors may pull their masks down briefly to take a drink.
- Access the seating chart for each of your classes in ARIESweb (Instructor Tools>Class List link). An instructional video is available at <https://youtu.be/hQV9QS4sDSI>. You may pre-assign student seats or assign them on the first day a class or part of the class (if hybrid) meets in-person, allowing students to select their seats.
- Follow and share with students the university expectations listed below:
 1. Students must sit in their assigned seat for the remainder of the semester to help with contact tracing.
 2. Students and instructors attending classes in-person must comply with mandatory COVID-19 saliva screening on a weekly basis.

Preparing for Classroom/Course Situations

- Know what to do if a student is not wearing a mask. [Use these scripts](#).
- Guidance for when a student or colleague tells us that they have COVID or have potentially been exposed. The new COVID Reporter provides you with an option of reporting a concern in your work or academic environment: <https://covid.colostate.edu/reporter/>.