COVID-19 PRECAUTIONS

Q. **What is the protocol for COVID testing? If someone in class tests positive, will we be notified?**

A. The President has sent out a mandate that all students, faculty and staff will be tested. There will be a procedure on campus where everyone is individually scheduled to adhere to CDC guidelines. Students on campus will be tested first. After that will be faculty and staff. This will begin the week of 8/10. If someone wishes to be tested by their own provider, that’s possible, they just have to bring in verification to the health center. There will be subsequent testing as well. Remember to check the campus website on the COVID-19 page.

*In President Anderson’s message to the campus email dated August 7, she states, “If you have already received a test in the past two weeks please send your results to the Charles Drew University Health Center.”*

Q. **What is the protocol for when a student presents with symptoms?**

A. If a student looks ill, tell them they need to go to the Health Center.

Q. **How will faculty be notified if a student in their class tests positive?**

A. The health center will notify you if a student will be out. You will be notified if you have been exposed. We will follow the health protocol outlined on the UMES COVID-19 webpage.

Q. **What is the individual protocol for Faculty/Students when they test positive?**

A. The protocol can be found on the Return to Campus webpage - [https://www.umes.edu/RTC/](https://www.umes.edu/RTC/).

Q. **If social distancing in the classroom, is it okay to remove masks?**
A. No. It must be both – social distancing plus either masks or face shields. They can be ordered through Administrative Affairs. For social distancing, seats are marked, and furniture can be moved around if necessary.

Q. What do you do when a student is not wearing a mask?

A. Although masks have been mandated, we don’t want to go the punitive route first. If a student comes into class not wearing a mask, remind them. If they don’t have one with them, try to remember to have a couple with you (from the PPE supply) and offer it to them. If they refuse, first appeal to their sense of community. Remind them they are doing this for those around them, their families, friends, so they won’t get sick and it does also provide protection for them. Let them know that we are able to remain on campus only if students, faculty and staff stay safe and well and masks essential for that. If they continue to refuse, they must be asked to leave class and return only if they are wearing a mask. Only if they refuse to leave would security need to be involved. An instructor should also take preventative measures such as writing an email to students letting them know that these are the requirements and why it is important. Per the President’s Town Hall of 6/16/20, every student, faculty and staff member will be provided two cloth masks. Some areas may require different kinds and/or face shields. Whichever is need, they can be provided.

Q. The symptom check monitors at the campus entrances have been lax and waving on cars rather than checking individuals. What will be done about this?

A. This is be taken care of right away. There is no excuse for this safety breach.

Q. What are the hours of the symptom checkpoints?

A. 7:00 a.m. – 7:00 p.m.

Q. Is it possible to send the daily symptom checker survey out earlier than 6:30 AM?

A. It is possible, but the most practical thing to do if you have to leave early from home would be to use this link: https://www.umes.edu/covid19/ and complete the screening there. It will require an extra step or two, like inputting your email address. Jerry Waldron is broadcasting the link to faculty so they will know how to access it.

Q. Where are the locations of hand sanitizer?

A. Hand sanitizer will be located at all entrances and in the hallways.
Q. Will there be cleaning in between classes?
A. Unfortunately, there aren’t enough cleaning personnel for that. But there will be wipes and gloves for instructors and students to use to clean the area around them. It is important for everyone to wipe down the areas they have used. And, to be sure it’s clean, the incoming class should wipe down the area they will be using.

Q. Will extra class time be allotted in the schedule for the cleaning that needs to be done?
A. No. We have explored this but found it would throw everything off schedule and there would be a domino effect that would keep everyone too late if extra time were given.

Q. Will students have to complete the Daily Symptom Check?
A. Yes.

Q. We have to prove we pass the screening check to get on campus. What is the procedure for students, since they are already on campus?
A. Students will have to show proof of the result of their symptom check at various checkpoints across campus.

Q. Will RAs be giving reminders on personal hygiene?
A. Yes.

Q. What happens on weekends when students want to travel home?
A. We are encouraging students to stay on campus since if they go home they have a greater chance of exposure.

Q. Can you give some information on the isolation dorm?
A. There is one 60-room dorm set aside for isolation and another 60-room dorm set aside for quarantine. Per the President’s Town Hall of 6/16/20, students who are in isolation or quarantine will attend classes remotely from their residential places of isolation or quarantine.

Q. Who will take care of the students in the isolation dorm?
A. We will be receiving help from Peninsula Regional Medical Center.

Q. How are we able to social distance with students in our offices?
A. You will be able to find a place to meet outside of your office. Larger rooms will be available to you.
IN-PERSON/ONLINE INSTRUCTION

Q. How will instructors know which students in their classes are in-person or online? Is there a process instructors should use if a student doesn’t attend class?

A. Before addressing how to determine which students are in person and which are online, it is important to mention the necessity of taking attendance in both modes. There is an attendance policy stated in the University catalog. (Note: Because of HIPAA you can no longer ask for a doctor’s note for an absence.) To ascertain which students in a class are participating online, it is possible to track online attendance. One possible method for this is Blackboard’s report on logins. Students must choose their mode of attendance and stick with it. It’s not allowable for them to switch back and forth. The attendance taken on the first day of class, in person and online, will tell you what mode of attendance each student has chosen.

Q. Is there an updated schedule showing the teaching format of each class offered (i.e. in-person/online)?

A. No. The schedule doesn’t show which classes are online only, which are face-to-face, and which are hybrid.

Q. How many instructors are teaching in each of the formats?

A. 46-50 are completely remote and the rest are hybrid.

Q. What is the method for dividing up large classes?

A. It is up to the instructor to do as they think best. Per the President’s Town Hall of 6/16/20, If another room is not possible, faculty will develop an A/B schedule – half the class attends in person, the other via distance – or consider moving to remote instruction.

Q. What will it be like to teach in person and record online?

A. It will be similar to the hybrid setup we are using for this meeting, but will look a lot different in your classroom. This is a large room with an echo. Yours will be much smaller with better acoustics. You will not have access to the external camera we are using, but you will have the use of your laptop camera, which will of course limit your movement in the
classroom. You will be able to record the session through the video conferencing program you are using (Google Meet, Blackboard Collaborate)

Q. What will be done about internships?

A. Since these involve the outside community, the individual places or institutions have their own rules/protocol. For example, for student teachers traveling to schools; for Pas traveling to medical offices, Pharmacy students traveling to pharmacies. We are working on the intricacies of these situations to find out what is possible for these students.

Q. How will time be made up, activities be added, to make up for the semester being shorter?

A. On the class calendar and/or the syllabus, we need to individually note how were making up for one week less of class time. For example, you can schedule an extra meeting here, a discussion board there, whatever works within your syllabus. This can be added during any week EXCEPT finals week. It is necessary that every class have documentation of this extra make-up time.

Q: Templates were sent out regarding syllabi. Is using these templates a requirement for all?

A. One element that must be on every syllabus is the paragraph on Instructional Methods. This template will be sent out again. This is the language:

“The University reserves the right to provide some or all instruction through alternative methods of delivery, including remote delivery. It also reserves the right to change the method of delivery before or during an academic term in the event of a health or safety emergency or other circumstance when it determines that such change is necessary or in the best interests of the campus community. Tuition will not be reduced or refunded if the University changes the instruction method for any or all of an academic session.”

Q. How will the library function this year?

A. The library has prepared for this semester by arranging furniture to maintain social distancing and create a safe environment for students. The library has also been creating ways to help patrons virtually through email and Google Hangouts. Librarians are still available to teach information literacy sessions for classes via blackboard collaborate. The physical reserve collections have been closed to protect students and Controlled digital lending is being established which will allow students to check out books digitally for the set time period. No downloading or printing of these files will be available helping us stay in copyright compliance. The general collection is still open and items can be checked out. The databases are available. The library is quarantining returned books to ensure they are safe before returning them to the shelves.
Q. Are there facilities /rooms on campus to reserve to give exams to students using Lockdown Browser and/or Respondus Monitor, for example?

A. Yes. There are labs that can be reserved.

TECHNOLOGY

Q. Regarding online attendance, last March there was pushback on taking online attendance. The students said it was unfair because of internet connectivity issues, access to computer, etc. What should be done about that?

A. These are legitimate concerns. At the end of the spring semester, a survey went out, the results of which will be distributed. (The survey results just went out by email.). Out of 2,500 students, there were 335 responses. In that group, only 1 didn’t have a cell phone. 94% had access to a computer. It also showed that on campus connectivity was worse than at home. 84% had used Blackboard. So among the group of respondents, there was decent access to technology. That being said, there are resources on campus to assist the students. For computer access, the University just purchased 50 Chromebooks. In terms of connectivity, they can access hotspots but they are only as useful to those with updated cellphones. The survey determined that social media, and Instagram in particular, is students’ preferred method of communication.

Q. What are the tech equipment, resources for faculty?

A. Check in with CITOL, IT and your Deans and Chairs for further information on tech support and equipment. For example, document cameras have been ordered for classroom (although much of that equipment has not yet arrived). Check to see what is immediately available to you, such as obtaining a laptop from IT if you do not have access to an updated computer. Per the President’s Town Hall of 6/16/20, IT will have a campus presence serving faculty, staff, and students through Plexiglass and following all protocols. In addition, the following are the new instructional technologies purchased:

- Eduroam – Access USM networks with UMES ID login credentials
- Expand virtualization 1
- Faculty computers 150
- Staff computers 100
- Student Chromebooks 50
- Chromebook software 50
- Document cameras 110
- Camera locks 110
STUDENT LIFE ON CAMPUS

Q. How many students will be living on campus?
A. All numbers are not in yet. Vice President Cooper is working with that information.

Q. What will happen with student clubs, sports and extracurricular activities?
A. We will be holding events and meetings in compliance with CDC guidelines. Health is our overall concern. Large gatherings will not take place. There will be engaging events, both in person and online, organized by the Office of Student Experience.

Q. What will be done to make sure parties don’t happen in the dorms?
A. RAs, working with Residence Life, will have the responsibility to keep students from holding social events in their rooms. Instead, university sponsored social events will be scheduled both in person and online, with the help of The Office of Student Experience and Student Government.

Q. Will it be possible for faculty to come on campus for computer connectivity?
A. Yes; in the event we must switch to remote teaching again, faculty will be permitted to access their offices.

Q. How will student orientation be handled?
A. There will be a virtual orientation called “Hawk Flight School” for new students. It is found in the UMES portal titled “New Student Orientation.”

Q. Will there be any in-person dining? Will faculty have access to food service?
A. Everything will be grab and go. We will find out about faculty’s access to this service. The bistro located in the Engineering building on the first floor is open for faculty, staff, and students.