



**THE UNIVERSITY OF THE WEST INDIES
CAVE HILL CAMPUS**

**Operating under COVID-19
Classroom Protocols**

1. Introduction

The protocols presented in this document are intended to ensure the health and safety of all persons utilizing teaching spaces at the Cave Hill Campus within the COVID-19 environment.

This document will be regularly reviewed and updated to reflect changes in national policy and internationally accepted best practices.

2. Physical Distancing

- Seating will be arranged according to the 6 ft. physical distance rule.
- There should be no moving or rearranging of furniture.
- In classrooms, wheelchair users will be accommodated in the first row of seats. This may require removing a table and chair. Accommodations will also be made in lecture theatres.
- Excess furniture (tables, chairs, desks) that remains after rooms have been setup according to new layout will be removed from the space and stored.
- If furniture must be stored within the same space, it will be properly secured so that it cannot be removed and used.
- In rooms, such as lecture theatres/auditoriums, which have fixed seating, coloured dots or stickers will be used to identify those seats which can be occupied.
- Floor markings will be used to delineate the lecturer's "teaching zone" so that physical distance is maintained.

3. Pedestrian Flow

- Where possible, separate doors will be used to enter and exit teaching spaces to facilitate physical distancing. Both points will however be used for egress during emergency evacuation (Lewis, 2020).
- Seats should be filled systematically. For example, students should move to the first available seat furthest away from the door where they entered the room.
- At the end of the lecture, persons closest to the exit door should leave first.

4. Wearing of Face Masks

Masks are found to be effective at stopping respiratory droplets from reaching others. Face masks or face coverings (cloth masks) must be worn by all lecturers, students and others attending a class session.

- Bandanas or scarves are not allowed.
- If a face shield is being used, it must be worn with a mask.
- The Centre for Disease Control (CDC) has reported that masks with one-way valves or vents, allow air to be exhaled through a hole in the material, which can result in expelled respiratory droplets that can reach others (CDC, August 2020). These masks are not recommended for use on campus.
- Masks should be kept on (properly covering both nose and mouth) for the duration of the class.
- Lecturers are allowed to remove their masks to deliver their lectures/presentations. They must however, remain within the area which is marked at the front of the room to ensure that they are adequately distanced from students sitting in class.

5. Air-Conditioning and Ventilation

- Natural ventilation (open windows) can be used where possible. However, windows or doors should not be kept open while air-conditioning systems are working.
- A number of teaching spaces are air-conditioned and there is no need for occupants to make any adjustments to these systems. Any issues or concerns should be reported to the Office of Institutional Planning and Infrastructural Services (INPLAIS).

6. Signage

Signs will be installed across campus. Specific signs for teaching spaces will include:

- Maximum room capacity.
- **Do not Enter** and **Exit Only** for spaces where this system is being implemented.
- General reminders of health protocols – Wearing of masks, hand sanitizing and physical distance
- Floor decals

7. Classroom Technology

Classroom services and equipment will continue to be provided to facilitate teaching. However, to avoid sharing of high-touch materials and equipment, lecturers are advised to bring their own white-board markers, lapel mics and cables (HDMI, USB) for use during class.

Members of the Classroom Technology team will also be on-hand to routinely sanitize fixed equipment.

8. Hand Hygiene

All persons are encouraged to practice good hand hygiene. This includes frequent hand washing and sanitizing.

- Additional hand washing stations will be installed. Each science teaching lab should also have provisions for hand washing.
- Use hand sanitizer if soap and water are not available. Persons are encouraged to bring personal hand sanitizers. However, sanitizer dispensers are also located across the campus.

9. Cleaning and Disinfecting

The Campus has implemented enhanced cleaning and disinfecting procedures for all of its facilities.

- All teaching spaces should be cleaned and disinfected once daily. This cleaning should cover all surfaces including floors, furniture, lab benches and podiums.
- Washrooms should be cleaned and disinfected twice daily. In teaching areas, frequently touched surfaces should be cleaned three times a day.
- Staff and students are asked to cooperate with cleaning staff as they carry out their duties.

10. References

1. Centre for Disease Control (August 2020), Considerations for Wearing Masks. Help Slow the Spread of Covid-19. Retrieved from: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>
2. Health and Safety Protocol Subcommittee of Steering Committee (2020), Health and Safety Protocols for Covid-19 for Phased Reopening of UWI Cave Hill Campus (version 1.1)
3. Lewis, Andrea (2020), Expanding the Classroom Footprint- A Framework for the Operating of Classrooms during Covid-19, UWI Cave Hill Campus
4. Utah State University (2020), Coronavirus/Covid-19 Classroom Protocols. Retrieved from: <https://www.usu.edu/covid-19/operations/classroom-protocols>

*Office of the Campus Registrar
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