In Person Teaching
Town Hall

09.09.2020
Important Note

All information is subject to change.
Agenda

Our Goal: Provide the information needed to have a safe and healthy Autumn quarter.

1. General Guidelines
2. Using Indoor Specialized Instructional Spaces
3. Using Outdoor Classrooms
4. Fires and Inclement Weather
5. Meeting with Students
6. When Students (or Instructors) Get Sick
General Guidelines
General Guidelines

1. Face coverings required, by everyone (without an approved accommodation).
2. Wear your Stanford badge in a visible location.
3. Complete Health Check daily prior to coming to campus or leaving your campus residence.
4. Follow all posted signage.
5. In person guest speakers, auditors, and other non-enrolled students (i.e. shoppers) are not allowed at this time.
First Week of Classes

Because students are still finishing their intake testing, there should not be any in person instruction the first week of class.
Safety and cleaning protocols

- **Cleaning**
  - Enhanced Cleaning Protocols once a day
  - Disinfecting wipes available at each space
  - Disinfect specialty shared equipment between use

- **Air** MERV-13 air filtration standards campus-wide
  - Harmful particulate matter filtered but will still smell smoky
  - Indoor specialty art studios & labs must have mechanical ventilation
Using Indoor Specialized Instructional Spaces
Before Your Class

1. Don’t arrive early. We want to minimize individuals gathering in hallways.
2. Make sure you bring all the equipment you need with you such as dry erase markers.
3. Use the provided disinfecting wipes to wipe down your desk, teaching podium and shared equipment as appropriate (students should be doing the same thing).
During Class

1. Don’t move furniture as they are positioned to ensure social distancing.
2. Minimize students getting up and moving as much as possible.
3. Students/instructors using specialized teaching spaces by reservation/appointment need to remember to sign in and out of the space. (i.e. Product Realization Labs)
Ending Class

1. End class on time.
2. Don’t forget to take all of your materials with you (i.e. markers).
3. Move post-class conversations outdoors. This maximizes the time that spaces are empty between classes allowing the air to be completely replaced. Also, having conversations outside is far safer.
Using Outdoor Classrooms
# Outdoor Classrooms

## Canopy Locations
- AT&T Plaza
- Galvez Lawn
- Koret Park
- Lomita Mall North
- Lomita Mall South
- Terman Fountain
- Bechtel International Center Lawn

## NON-Canopy Locations
- Campbell Courtyard
- O’Donohue Family Educational Farm
- Barnum

## GSB
- Campus Drive Lawn
- GSB Bowl
- Campus Drive Grove
- Town Square
- Community Court

## SoM
- Dean’s Lawn 1
- Dean’s Lawn 2
- Dean’s Lawn 3
- Dean’s Lawn 4
- Alumni Green A
- Alumni Green B
- Alumni Green C
- Alumni Green D

## Law School (UG2)
- Canfield Court A
- Canfield Court B

## Law (self-cleaning)
- Cooley A
- Cooley B
- Cooley C
- FST Lawn A
- FST Lawn B
- FST Lawn C
- Crocker A
- Crocker B
- Crocker C
- Crocker D
- Canfield A
- Canfield B
- Grove- Clinic Only
- Jones Terrace A
- Jones Terrace B
Classroom Signage Outdoor Example – Seminar Style

Capacity: 13  
Canopy: 40x30  
Tables: 13 @ 6’  
Chairs: 13

Disposal Bins

Disinfecting Wipes  
Wipes attached to dry erase board by LBRE

One 6’ table + chair per person  
Set at capacity for that space  
(e.g. If the capacity is 13, there are 13 chairs and 13 tables)
Classroom Signage Outdoor Example – Lecture Style

Capacity: 13
Canopy: 40x30
Tables: 13 @ 6’
Chairs: 13

Dry Erase Board
Disinfecting Wipes

Disposal Bins

Wipes attached to dry erase board

30’
40’

Stanford University
Before Your Class

1. Please bring your own supplies, including
   a. Dry erase markers
   b. Eraser
   c. Mobile hotspot to share with students (if desired)
   d. Watch / clock / cell phone

2. There are 30-min breaks between classes. Please not arrive more than 5 - 10 min before the start time of your class.

3. There will be disinfecting wipes available for you to wipe down your chair and desk.
During Class

1. WiFi is currently not available/limited, but UIT is developing a WiFi hotspot checkout program. Details will be posted to Teach Anywhere and Stanford Mobile sites when available.
2. There will be no power available at the outdoor canopies, thus no projectors.
   a. Consider pre-recording lectures (or lecturing online) and focus on the using the in person class time for active learning
   b. Share slides or other materials ahead of time so students can download materials prior to class
3. Furniture may not be moved. It is configured to ensure social distancing.
Ending Class

1. End class on time.
2. Please take any after class conversations elsewhere if possible. This is to maximize the amount of time the space is empty between classes.
Fires and Inclement Weather
Fires and Smoke

1. The Air Quality Index (AQI) at which Stanford considers moving all classes online is > 150. However, the decision depends on several other factors including,
   a. Time of day
   b. How long the AQI > 150
   c. Rate of change of the AQI

2. Before getting to this point though, as an instructor you have the agency to move your class online, or to cancel a class meeting outright
Sensitive Groups

1. If you choose to hold class and the AQI is 101-150 (Unhealthy for Sensitive Groups), you may have some students who cannot participate. Treat these as you would any other medical absence.
Notifications

1. If the decision to move all in person outdoor classes online (or cancel them) is made, an email will be sent via the Provost.

2. Stanford is investigating sending out warnings, similar to the water curtailment notifications, when air quality conditions may reach dangerous levels.
Meeting with Students
Meetings with Students

1. If it can be done online, meet online.
2. If there is a compelling reason to be in person, meet outdoors and follow health and safety guidelines.
3. Only meetings requiring specialized spaces may meet indoors.

If you choose to meet with students in person, you must keep track of who was there. Put it in your calendar.
Event Guidelines

Note: Hot off the press, will be posted to [Cardinal Recovery](#) soon.

<table>
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<tr>
<th>Allowed In-Person Activity</th>
<th>Required Action</th>
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| Classroom instruction and related University-led academic activities (e.g., office hours, mentoring, advising) | ● Does not require approval from EH&S.  
● Stagger use and restrict the number of people allowed in at one time.  
● 15 person maximum for outdoors (subject to change).  
● No indoor general classroom instruction and related activities. Specialized indoor classrooms (e.g., labs, studio arts) are permitted; 10 person maximum for indoors or 25% of room capacity, whichever is less (subject to change).  
● Clean & disinfect between use.  
● For exception to capacity limitation, requires prior registration, review, and explicit approval from EH&S via [Cardinal Recovery](#). |
When Students (or Instructors) Get Sick
The Role of Health Check

1. All instructors and students on campus must complete Health Check daily (excluding ONLY those living on campus and NOT leaving their residence)

2. Based on your answers, Health Check may advise you not to be on campus for a period of time
   a. Instructors need to move their class online or initiate their backup plan
   b. Students need to communicate to instructors - similar to a medical absence
When Someone Is Sick

1. Symptomatic
   a. Symptomatic individuals could have cold, flu, or COVID
   b. Don’t go to class
      i. For students treat as an absence
      ii. For instructors move online or implement back up plan

2. COVID-19 positive
   a. Submit positive test result via Health Check
   b. Close contacts will be individually notified by official contact tracers.
Notifications

General Exposure Notifications

1. Will be sent to classes (students and instructors) and buildings upon verification of a positive test
2. Exposure notification does not automatically mean you need to be tested
   a. If you have symptoms contact your primary care physician
   b. Instructors may also opt in to surveillance testing
Final Thoughts
If you remember anything, remember this...

- Do your Health Check daily
- Wear face coverings
- Maintain social distance
- Do not move furniture
- Bring your own supplies
- Weather/air quality/smoke, etc.? - You can always move online before it gets uncomfortable
Help and Resources
1. Indoor specialized space concerns - School Facility Director
2. Outdoor space concerns
   a. Immediate - LBRE 650.723.2281
   b. General Support - Registrar’s Office (reg-courses@stanford.edu)
5. Sample Syllabus language for In-person Classes  https://tinyurl.com/inperson-syllabus