



COLLEGE OF ARTS AND LETTERS
THE UNIVERSITY OF TOLEDO

College of Arts and Letters Restart ToolKit

**Fall 2020
(July 27, 2020)**

July 27, 2020

Dear Colleagues,

This document represents our best understanding of procedures, protocols, and expectations for the Fall 2020 Fall Academic Restart. We have compiled the information for this toolkit from multiple UToledo sources, including websites, news announcements, and emails.

We strongly encourage you to continuously check the UToledo Restart website for updates. We will also place this document on the CAL Website for easy access. This informational document will be updated periodically, as needed. Each updated version will have the new date on the cover and on each page.

We recognize that this is a very fluid time and, ultimately, our plans may change depending on the course of the virus.

In the meanwhile, thank you for everything you are doing to help prepare your departments, courses, and programs for Fall 2020.

Sincerely,

The College of Arts and Letters Dean's Office

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CALENDARS AND IMPORTANT DATES

EMPLOYEES RETURN TO WORK

Source: <https://www.utoledo.edu/rocket-restart/>

Wednesday, June 3

Phase One: Laboratory directors will begin to prepare labs and research will resume on campus and in the field following protective measures on June 8.

Monday, June 8

Select employees return to campus from:

- Academic Affairs
- Finance and Administration
- Student Affairs
- Enrollment Management
- Research and Sponsored Programs
- Information Technology
- Athletics

Monday, July 6

Phase Two: Select employees return from:

- Diversity and Inclusion
- Legal Affairs
- Marketing and Communications
- Academic Affairs
- Finance and Administration
- Student Affairs
- Enrollment Management
- Research and Sponsored Programs
- Information Technology
- Athletics

Friday, July 10

Updated class schedule posted by Registrar's Office

Monday, August 3

Phase Three. 12-month faculty and all remaining Staff return to campus.

Monday, August 10

New faculty paperwork and virtual orientation conducted on Blackboard. Communication on how to access the site will be sent directly to new faculty in mid- to late-July. New Graduate Student Orientation virtual orientation this week. Funded research and teaching assistants should consult with their PI or department chair regarding their fall assignments. [Have not received additional details about this, yet.]

Monday, August 17

9-month faculty return to campus to start teaching

CALENDARS AND IMPORTANT DATES, CONT'D

ACADEMIC CALENDAR

Source: <https://www.utoledo.edu/rocket-restart/>

The academic calendar has been revised to accommodate COVID. Fall break remains a 15-week semester.

Monday, August 17	First day of class
Tuesday, November 24	Last day of class, before Thanksgiving holiday
November 30 – December 4	Finals week; exams completed remotely during this time
Sunday, December 6	Winter commencement (Location/Format—TBD)
No fall break.	
September 7, Labor Day	Still observed
November 11, Veterans Day	Still observed

ACADEMIC PERSONNEL CALENDAR

Source: <https://www.utoledo.edu/rocket-restart/>

Monday, June 22	Revised Academic Personnel Calendar released by Provost's Office
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HEALTH PROTOCOLS

SELF-MONITORING FOR EMPLOYEES

- Before coming to campus each day, employees and students need to take their temperature
- Complete a self-assessment for symptoms of COVID-19, such as cough, chills, fatigue or shortness of breath
- Anyone with a temperature at or above 100.0 degrees Fahrenheit or who is experiencing symptoms consistent with COVID-19 should not come to campus and contact their primary care physician

COVID-19 TESTING

UToledo will have rapid COVID-19 testing available on Main Campus and Health Science Campus for all symptomatic individuals. Test results will be available in as little as 24 hours and will be shared with the patient and if COVID-19 is detected they will be shared with the Toledo-Lucas County Health Department. Employees' insurance will be charged for the test.

Those who are symptomatic or who have been in close contact with a confirmed COVID-19 case can call 419.383.4545 for an appointment.

CONTACT TRACING

The Toledo-Lucas County Health Department will be handling contact tracing for any cases connected to the University. In coordination with the health department, UTMC will conduct tracing for clinical areas.

In the event that a student, faculty member or staff member informs a University employee they have tested positive for COVID-19 or have been diagnosed as a probable case, that employee should instruct the individual to review the [CDC guidance](#) on self-isolation and symptom monitoring.

The employee also should report the disclosure to the appropriate office, depending on whether the ill individual is a student, faculty member, staff member or UTM employee.

- **For faculty**, contact the Provost Office at 419.530.8481 or by email.
- **For staff**, contact Human Resources at 419.530.1481 or by email.
- **For students**, contact the Division of Student affairs at 419.530.7262 or by email.
- **For UTM employees**, contact Infection Prevention and Control at 419.218.3744 or by email.

University representatives will provide the health department with information for contact tracing if permissible or required by law.

Without identifying the ill individual, University faculty or staff may notify specific students, co-workers, staff, vendors and others that a person with whom they were in contact over the past 14 days has tested positive and that they should take appropriate cautionary measures.

EXPOSURE GUIDELINES

If a positive COVID-19 case is identified on campus, the Toledo-Lucas County Health Department would assess the situation and potential exposure risks to make recommendations for cleaning protocols, as well as any temporary closings or operational changes.

Individuals who were not wearing a face covering or were around someone who was not wearing a face covering and were in close contact (within 6 feet) for a prolonged period of time (15 minutes or more) of someone who tested positive for COVID-19 will need to take precautionary measures, such as 14-day self-isolation. This notification would be done in conjunction with the health department.

The University will work closely with the health department to implement recommendations based on the specific circumstances.

Individuals who have tested positive for COVID-19 or have been diagnosed with the illness by their healthcare provider should not return to work until all the following criteria are met:

- They have gone 72 hours (three days) without a fever of 100.0 degrees Fahrenheit or greater. This time must pass without the use of fever-reducing medications;
- An improvement of respiratory symptoms such as cough or shortness of breath; and
- At least 14 days have passed since symptoms first appeared.

HEALTH PROTOCOLS, CONT'D

MASKS

Source: <https://www.utoledo.edu/rocket-restart/> and also Frank Calzonetti, Vice-President for Research

UToledo is following an order from the Ohio Department of Health requiring all faculty, staff, and students to wear face coverings while working on campus.

Type of mask

- At a minimum, the face covering must be cloth or fabric and cover the mouth, nose and chin.
- Do not order an N-95 respirator. These types of masks require medical clearance and fit testing to be effectively used and are not required for the general population. Researchers should not be purchasing them unless their work requires it (for example, a manipulation of a Biosafety Level 2 agent outside of a biosafety cabinet).
- Review the following guidance from the CDC to better understand the different types of masks so that we can better accommodate the need for N-95 respirators for our medical staff: <https://www.fda.gov/medical-devices/personal-protective-equipment-infection-control/n95-respirators-surgical-masks-and-face-masks>

Employees

- While on campus, employees are required to wear a face covering unless they are eating or alone in an enclosed space.
- Employees who may qualify for a facial covering waiver can submit a request using the current [reasonable workplace accommodation process](#) and have their medical provider complete the [medical certification form](#).

Students

- Students are also required to wear masks; see the “**student safety commitment**” they are asked to sign in the myUT portal (next page).

Purchasing

- Reusable masks may be purchased from a number of sources outside the university or in bulk from purchasing at: https://www.utoledo.edu/depts/supplychain/purchasing/preferred_suppliers/facemask.html
- Disposable face masks are also acceptable and may be ordered directly from purchasing at: https://www.utoledo.edu/depts/supplychain/purchasing/preferred_suppliers/dispmask.html

HEALTH PROTOCOLS, CONT'D

STUDENT SAFETY COMMITMENT

Source: http://news.utoledo.edu/index.php/06_15_2020/students-asked-to-sign-student-safety-commitment

Students are asked to sign a “Student Safety Commitment” in the myUT portal before they return to campus to agree to protective behaviors to help limit the transmission of COVID-19. This commitment asks them to:

- Daily temperature and symptom self-check. Temperature must be under 100°F and no symptoms of illness.
- Physical distancing of 6 feet.
- Enhanced hygiene and cleaning efforts.
- Face covering while in public on campus.
- Stay-up-to-date on information and requirements.
- Violations may result in conduct action from Office of Student Conduct and Community Standards.

from screen shot taken June 16, 2020—

Student Safety Commitment

At UToledo, the health and safety of our students, faculty, and staff is our priority with a goal of promoting a safe campus to attend class, live, and work. In order to reduce the risk of COVID-19 exposure, we all play a role in limiting transmission of this virus; therefore, as a student you are asked to agree to these protective behaviors to help keep us all healthy and safe. If you adhere to the Commitment, you must agree to practice appropriate precautionary measures as laid out by the [CDC](#) and contact the University Health Center at 419.530.3451.

If you would like consultation on managing the impact of a mental, physical, or chronic health condition as it relates to the safety commitment, please reach out to Student Disability Services at 419-530-4981 or StudentDisability@utoledo.edu to explore disability accommodations.

1. I will take my temperature and complete the symptom self-check each day before coming to campus. I will only come to campus if my temperature is under 100°F and I am not currently exhibiting any symptoms of illness.
2. I will respect others by practicing physical distancing of six (6) feet with others and will engage in enhanced hygiene and cleaning efforts by regular handwashing and cleaning of work areas I use during the day.
3. I will wear a face covering when in public on campus as mandated by UToledo and recommended by the [CDC](#). I am not required to wear a face covering while on campus if I am in my residence room, eating or outside practicing social distancing.
4. I will stay up-to-date on the information, directions and requirements shared by The University of Toledo at www.utoledo.edu/coronavirus.
5. I understand that if I do not adhere to this Commitment, it may result in conduct action by the Office of Student Conduct and Community Standards, or its designees.

I agree to the terms and conditions listed above in the University of Toledo Student Safety Commitment.

I acknowledge that clicking the button represents my signature.

ACCOMMODATIONS

Source: <https://www.utoledo.edu/rocket-restart/>

STUDENTS

Students requesting alternate learning arrangements for health conditions deemed high risk for COVID-19 by the CDC should make such a request through the Office of Student Disability Studies by completing the online application. If a student would like to request additional accommodations due to the impact of COVID-19, they should contact their accessibility specialist.

FACULTY AND STAFF

Alternative work arrangements can be requested for the fall 2020 semester by completing the reasonable accommodation request form. Employees may be asked to provide medical documentation that verifies disability/medical condition and the need for accommodations.

Reasonable Workplace Accommodation Request Form

<https://www.utoledo.edu/depts/hr/webforms/reasonable-accommodation-request-form.html>

Medical Certification Form — ADA Accommodation

<https://www.utoledo.edu/depts/hr/eeo-aa/docs/Medical-Inquiry-Form-.pdf>

This is a fillable PDF that can be found at the link above. But here is a screen shot so you know what to expect, taken 06.09.2020

SANITATION SUPPLIES

Source: Jennifer Pastorek, June 12, 2020

OVERVIEW

Cleaning supplies are being purchased centrally. Departments will place orders with a special COVID19 Purchasing site:

https://www.utoledo.edu/depts/supplychain/purchasing/preferred_suppliers/covid.html

SPECIFIC SUPPLIES

- **Acrylic Shields in 2 sizes:** Vendor states they should come in the week of June 15th.
- **Masks.** Reusable or disposable face masks may be purchased from a number of sources outside the university or in bulk from purchasing.
- **Cleaning supplies, including disinfectant, paper towels and gloves:** All orders are being filled and notifications via email for main campus users on when to pick up in the student union continue daily as we receive new requests.
- **Hand Sanitizer stations:** Purchasing is still working on sourcing a reasonably priced “free standing” hand sanitizer units. They will be adding more Purell dispensers to the hallways. More info will follow as we find availability of products.
- **Sanitizer vs. disinfectant:** Select the “SPRAY SANITIZER” button on the COVID19 supply site. This sanitizer is a spray and is safe to use on food surfaces as well as electronics. (Do not spray liquid directly on electronics but onto a towel first, and then wipe down the surfaces you desire to be sanitized.) Bulk orders for this sanitizer have been placed and should be available by June 15th.

CLASSROOMS AND CLEANING PROTOCOLS

Source: <https://www.utoledo.edu/offices/provost/covid-19-response-information.html>

Classroom Checklist

- Utilize the posted seating layout in the classroom to maximize social distancing guideline (Classroom Services will be marking off or removing those seats not to be in use for Fall Semester); in an effort to ensure proper distancing please do not alter the seating configuration
- Keep a seating chart of your students, to allow for contact tracing if needed.
- Do not exceed the maximum social distancing capacity which has been set for your classroom (updated information can be found on classroom capacities on the Classroom Support Services webpage by clicking on the Main Campus General Purpose Classroom Data or HSC Classroom Data List)
- Assist with regulating student flow in to and exiting the classroom; ask students to arrive on time for class to avoid congregating and congesting hallways; when class is over, dismiss class one row at a time starting with the row closest to the exit door to prevent crowding and close contact
- Remind students that NO food or drinks are allowed in the classrooms, this is even more important during the COVID-19 pandemic to reduce contact and spread of germs and to reduce cleaning needs
- Remind students that any questions or ‘office-hours’ need to be done virtually and not after class or within the classroom; try to avoid face-to-face (f-to-f) meetings whenever feasible; if a f-to-f meeting is required explain that arrangements will need to be made by email or phone
- Remind students that masks are required to be worn throughout class and that it is important for them to practice the appropriate cleaning procedures and follow all University protocols for their own health and safety as well as that of others

Cleaning Checklist

Wipe down the following before and after each class (cleaning supplies will be available in each classroom):

- Work area
- Keyboard/Mouse
- Monitor
- Doc cam
- Whiteboard
- Tables/Desks - Politely ask students to use the spray bottle provided in each room and some paper towels to clean their desks before and after class (with only 1 spray bottle per room, faculty may want to consider spraying desks/tables and asking students to wipe them down with the paper towels to save valuable class time)
- Report any concerns or issues to immediately Classroom Support Services
 - Main Campus: 419-530-2656 (Monitored 24/7) or Classroomservices-MC@utoledo.edu
 - Health Sciences Campus: 419-383-4280 or 419-530-2656 (Monitored 24/7) Classroomservices-HSC@utoledo.edu

How to Clean with Sanitizer (16 L)

- Gloves are not necessary when cleaning with sanitizer; this product is safe to use on any food contact surface
- Spray the area being cleaned, then using a paper towel, thoroughly clean the surface removing any smudge marks
- If using to clean electronics, do not spray directly on the electronic surface; it is recommended that you spray the sanitizer on a paper towel, then use the paper towel to wipe down the area

Custodial Notes

- Custodial staff will be cleaning and disinfecting classrooms once a day, either at the end of the day or prior to the start of classes (depending on the campus) as outlined in the University Recovery Plan and Re-Opening Guidelines
- Sanitizer and paper towel dispensers will be available for faculty and students to sanitize their space before and/or after use

Special Considerations

Please bring your own supplies to class and take them with you when you leave, in order to limit the transmission of germs; examples include:

- White board markers
- Chalk and eraser
- Lapel mic (if needed)

CLASS SIZE AND SOCIAL DISTANCING

Source: <https://www.utoledo.edu/rocket-restart/>

- Courses of 50 or more students will be moved to an online format.
- A small number of 50-person courses may remain face-to-face as planned, due to accreditation or faculty resources. These will be approved by the provost on a case-by-case basis and may result in the course being held in a larger facility.
- Faculty will be provided a list of the maximum number of students at one time in the classroom using social distancing guidelines. For example, a 100-seat lecture may only be able to accommodate 25 students.
- Revised maximum occupancies will also be placed in the classrooms.
- As a result of this change in seating occupancy, some classes may have their location reassigned by the registrar.
- The day and time for some face-to-face courses may also be changed based on classroom availability and seating capacity.
- **The updated class schedule is now available on the Office of the Registrar website at:** <https://www.utoledo.edu/offices/registrar/>

CLASSROOM DELIVERY MODELS

Source: <https://www.utoledo.edu/rocket-restart/>

FACE TO FACE

Class is assigned to a large room to facilitate social distancing. Teachers and students conduct the courses as usual, only following all the guidelines for health and safety as prescribed by the university (social distancing, mask wearing, etc).

UToledo also will use remote, online and hybrid class models for fall semester:

- **Remote classes** (OCREMOTE) meet online at set days and times. Students will be able to participate in real-time with their classmates and professor.
- **Online classes** (OCDL) follow the traditional distance learning model in which there is not a set class meeting schedule. Students will receive frequent communication from their professors and be able to collaborate one-on-one with classmates.
- **Hybrid/blended classes** integrate traditional face-to-face instruction with online learning. Students meet face-to-face with the instructor once or twice per week and complete the rest of their classwork online at their own preferred time. Face-to-face sessions may be held in a campus classroom or lab, or at an external location such as a clinical site. Students unable to make their designated face-to-face session will have the ability to watch a live stream of the course.

CLASSROOM TECHNOLOGY SUPPORT

INSTRUCTIONAL DESIGN

Each college has a designated instructional designer faculty can reach out to for assistance developing asynchronous content. In Arts and Letters, that person is:

Michael Douglas

419-530-4384

michael.douglas2@UToledo.Edu

RH 1805 C

Office Hours:

Tuesday: 10 AM – 12 PM

Thursday: 10 AM – 12 PM

AUDIO EQUIPMENT

If an instructor is worried about being able to project with a mask, the College is purchasing bluetooth speakers and microphones. Please contact Rob Bruno are instructional technology staff person for additional information. Robert.bruno@utoledo.edu.

RECORDING YOUR CLASS SESSIONS

- **Use whatever works.** If you wish to record your class session as it happens and upload it to Blackboard later, you may use your phone or any other technology you have available, provided ALL of your students can listen or watch what you've uploaded.
- Recording may also be done via **Blackboard** or **Echo 360**. The main differences are:
 - **Blackboard** is best if you want to record a live-streamed version of your class for students to watch later.
 - **Echo 360** works best for pre-recorded content, or content that is not required to be live-streamed. Unlike Blackboard, Echo360 allows you to record multiple inputs, such as your screen, tablet, camera, and document camera. For example, if you are showing a Powerpoint in class, or looking at something on the doc camera, you can use Echo360 to record that demonstration and later upload it to your Blackboard site.

CLASSROOM TECHNOLOGY SUPPORT – CONTINUED

TECHNICAL ASSISTANCE

- If you want a synchronized learning experience, where half the class is F2F on one day and the other is remote, Rob Bruno and his IT department team will be able to help with recording, editing, posting, and/or distributing content.
- If you need help recording, CAL has purchased a 4K digital camcorder and equipment to record lectures, trainings, and/or demonstrations. Again, Rob and his team will help.
- The College has ordered webcams that should be here by early August.

Contact Rob Bruno, the CAL Director of Instructional and Research Computing, at Robert.bruno@utoledo.edu for additional information and/or support.

If you need assistance with **Blackboard** or **Echo 360** contact

utlv@utoledo.edu or 419.530.8835 or use the following link to request assistance:

<https://forms.office.com/Pages/ResponsePage.aspx?id=BxdrHam6PUqo-N6r-z1GewM9IA5ZvPRNuEGNcuUyH8ZUQlpBR0pXRfMwSk0ySVIZMjhUUzZaVE4xVC4u>

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OUTDOOR CLASSROOMS

The College of Arts and Letters has received permission to use some of campus's outdoor classrooms for Fall 2020, including the CPA Outdoor Space and the Koester Alumni Pavilion.

- **CPA.** To reserve the CPA Outdoor Space, contact Ed Ligan, Chair of Department of Theatre and Film, 419.530.2855, edmund.ligan@utoledo.edu. After July 1, 2020, contact Holly Monsos.
- **Koester Alumni Pavilion.** To reserve the Koester Alumni Pavilion, contact Samantha Marchal, Assistant Director of Alumni Engagement, 419.530.4927 or samantha.marchal@utoledo.edu.
- Information about how to reserve other spaces on campus TBA.

CPA OUTDOOR SPACE (cap unknown)



OUTDOOR CLASSROOMS, CONT'D

KOESTER ALUMNI PAVILION (cap 100 – 1000 pending setup)



UTOLEDO BOOKSTORE

Source: www.utoledo.bncollege.com

As of June 17, 2020:

- The bookstore has not yet determined a re-opening date.
- Limited staff are in the store on a part-time basis.
- They continue to accept course material and general merchandise orders online for delivery.
- They are receiving UPS shipments from publishers of Summer & Fall textbooks
- To avoid shipping delays, they recommend you select available digital formats for materials that you purchase.
- Faculty can email with any questions/concerns/information, and as always, place their book orders for Fall through facultyenlight.com. If they have textbook specific questions, please ask them to email books1@utoledo.edu.
- For other questions, you may contact the general manager, Colleen Strayer, at the general number 419-530-2516.

Please make sure to place your book orders for the fall immediately, if they have not already been ordered.

Other sources of info:

Barnes & Noble @ The University of Toledo
1430 Secor Rd. | 419-530-2516

website: www.utoledo.bncollege.com

email: sm573@bncollege.com

facebook: www.facebook.com/UTBookstore

twitter: <https://twitter.com/ToledoBookstore>

CARLSON LIBRARY

Source: Beau Case, Dean of University Libraries

Fall 2020 operating hours for Carlson Library:

- Mon – Thu 7:30 am – 9:00 pm
- Fri 7:30 am – 5:00 pm
- Sat closed
- Sun 2:00 pm – 9:00 pm

Some other things to note regarding health and safety:

- Reference service via chat only (no face-to-face)
- Research consultation via email, phone, or Webex (no face-to-face)
- Group study rooms closed
- Room reservations closed
- No public events
- Seating and computers significantly reduced
- Canaday Center services and access limited and by appointment only
- New ComDoc printers centralized at first floor reference desk for easier cleaning
- Books will be quarantined for 3 days after return, and reserve books will be unavailable for one day upon return for disinfecting
- Microform services are suspended until further notice—so, no access to microfilm or microfilm readers.

CAL faculty and students should reach out to their liaison librarian with questions: <https://libguides.utoledo.edu/subjectliaisons>

RESEARCH

Source: <https://www.utoledo.edu/rocket-restart/>

The Office of Research and Sponsored Programs has an extensive website that should be consulted regarding facilities, proposals, the use of human subjects, and so forth:

<https://www.utoledo.edu/research/rsp/coronavirus/>

The above website also includes a range of COVID-related forms, including research operation pan guidance, examples, procedures for field research and boating, research personnel approval forms, and others:

<https://www.utoledo.edu/research/rsp/coronavirus/forms.html>

Safety protocols include but are not limited to

- maintaining a social distance of six feet
- wearing face masks or face shields and personal protective equipment
- disinfecting shared spaces
- practicing good personal hygiene
- self-screening for fever and COVID-19 symptoms at home before coming to campus.

Again, please review the website in detail regarding COVID-related research protocols.