July 2, 2020

Dear Faculty and Staff,

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

We strongly encourage you to continuously check the UToldeo Rocket Restart website for updates. We will also place this document on the NSM Faculty & Staff Resources webpage for easy access. This informational document will be updated as needed. Updated versions 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 very well have to change depending on the course of the virus.

Thank you for everything you are doing to help prepare your departments, faculty, staff and your students for Fall 2020.

Sincerely,

The College of Natural Sciences and Mathematics Office of the Dean
# TABLE OF CONTENTS:

- Calendars and Important Dates / Employees ........................................p. 4
- Calendars and Important Dates / Academic .........................................p. 5
- Health Protocols ..................................................................................p. 6-7
- Accommodation Requests .....................................................................p. 8
- Sanitation Supplies ..............................................................................p. 9
- Classroom and Cleaning Protocol .......................................................p. 10-11
- Class Size and Social Distancing .......................................................p. 12
- Teaching ...............................................................................................p. 13
- Classroom Delivery Models ...............................................................p. 14-15
- Classroom Technical Issues ...............................................................p. 16-17
- UToledo Bookstore .............................................................................p. 18
- Carlson Library ................................................................................p. 19
- Research .............................................................................................p. 20
- Appendix A .........................................................................................p. 21-22
- Appendix B .........................................................................................p. 23-41
EMPLOYEES RETURN TO WORK

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

Wednesday, June 3  Phase One: Laboratory directors will begin to prepare labs; 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 to campus 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 this week.
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

Additional notes:
- 9-month faculty may want to arrive to campus early to prepare for their courses
- College and department meetings will be held after classes begin
CALENDARS AND IMPORTANT DATES, CONT’D:

ACADEMIC CALENDAR
Source: https://www.utoledo.edu/rocket-restart/

Fall semester has been adjusted on the advice of experts in infectious disease and public health based on the possibility of having a second wave of COVID-19 in late fall. Fall remains a 15-week semester.

- **Monday, August 17**
  - First day of on-campus class.
- **Tuesday, November 24**
  - Last day of on-campus class.
- **November 30-December 4**
  - Finals week; exams completed remotely.
- **Sunday, December 6**
  - Winter Commencement (location/format TBD).

No fall break.

- **Monday, September 7, Labor Day**
  - Still observed.
- **Wednesday, November 11, Veterans Day**
  - Still observed.

ACADEMIC PERSONNEL CALENDAR
Source: https://www.utoledo.edu/rocket-restart/

Revised Academic Personnel Calendar for 2020-2021.
SELF-MONITORING FOR EMPLOYEES
Source: https://www.utoledo.edu/rocket-restart/

- All employees are expected to monitor their health daily.
- Check your temperature daily.
- Faculty or staff who are sick should not report to work and contact their primary care provider.

TESTING AND CONTACT TRACING FOR EMPLOYEES
Source: https://www.utoledo.edu/rocket-restart/

- UToledo will have COVID-19 testing available on both the Main Campus and Health Science campus.
- Testing is for symptomatic individuals.
- Test results available within 24 hours.
- Results will be shared with patient and Lucas County Health Department.
- Lucas County Health Department will be handling contact tracing for the university.

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).

Refer to Appendix B for “Faculty Guidance and Protocols”.
Health Protocols, Cont’d:

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 -
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. (Additional information regarding specific student accommodations is described in the email dated July 29, 2020, which can be found in Appendix B.)

Faculty and Staff

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

Updated Guidance on Flexible Work Arrangements
(Email from Wendy Davis, Associate Vice President and Chief Human Resources Officer, July 29, 2020.)

The University is permitting supervisors to work with their employees who are in need of flexibility to establish temporary work arrangements. Working remotely also may be permitted only if an employee’s job responsibilities can be facilitated remotely.

Employees will need to propose a flexible work arrangement to their supervisors for consideration. After consultation with Human Resources, approval is at the supervisor’s discretion and said proposal may be modified by the supervisor and/or denied. If approved, the supervisor and employee will complete a Flexible Work Agreement and method for reviewing completed tasks and assignments.

Faculty members should propose a flexible work arrangement to their department chairs for consideration. (Additional information regarding Guidance on Flexible Work Arrangements is described in the email dated July 29, 2020, which can be found in Appendix B.)

Attendance (Email from Office of the Provost to Faculty and Academic Affairs Staff, July 30, 2020.)

The University of Toledo has a missed class policy. It is important that students and instructors discuss attendance requirements for the course. Students must perform a daily health assessment, based on CDC guidelines, before coming to campus each day, which includes taking their temperature. Students who are symptomatic/sick should not come to class, and should contact the Main Campus Health Center at 419-530-3451. Absences due to COVID-19 quarantine or isolation requirements are considered excused absences. Students should notify their instructors, and these absences may not require written documentation.
SANITATION SUPPLIES:

Information from email from 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.

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 and refills (if you are being told that certain areas will not be serviced by environmental services and that you must purchase a freestanding unit from your department index). 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.
CLASSROOM AND CLEANING PROTOCOL:

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

GENERAL PURPOSE CLASSROOM AND CLEANING PROTOCOL (6/9/20)

Fall Semester will be challenging but if we all work together, we can make it a success. This checklist is intended to assist in maintaining the health and well-being of you and your students as we return to face-to-face teaching. Please communicate these expectations to students prior to the start of fall semester with reminders as needed throughout the semester.

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 for classroom capacities on the Classroom Support Services website by clicking on the Main Campus General Purpose Classroom Data or HSC Classroom Data List).

- Assist with regulating student flow into 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

- Desks and Work Spaces - Students will need to sanitize their desks and/or work space before class with the University provided sanitizing spray and paper towels. *(Updated to reflect email from Office of the Provost, July 31, 2020)*

- Report any concerns or issues to immediately Classroom Support Services
  - Main Campus: 419.530.2656 (monitored 24/7)
  - or Classroomservices-MC@utoledo.edu
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 or lab 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 has been posted by the Office of the Registrar.
- Fall Program and Event Registry form must be completed for any event on campus over 10 people for this Fall, per the Office of the Provost. (See Appendix B for additional information).

Social Distancing (Email from Office of the Provost to Faculty and Academic Affairs Staff, July 30, 2020.)

Students should practice social distancing inside and outside the classroom; please follow signage and pay attention to the seating arrangements. Do not remove stickers or tape from seats and/or tables, this is there to provide guidance on the appropriate classroom capacity based on the recommended 6 feet of social distancing between individuals. Please be conscious of your personal space and respectful of others. Also be cognizant of how you enter and exit the room; always try to maintain at least 6 feet of distance between yourself and others.

Face Coverings (Email from Office of the Provost to Faculty and Academic Affairs Staff, July 30, 2020.)

All students must wear face coverings while on campus, except while eating, alone in an enclosed space, or outdoors practicing social distancing. NO students will be permitted in class without a face covering. If you have a medical reason that prevents you from wearing a face covering due to a health condition deemed high-risk for COVID-19 by the Centers for Disease Control and Prevention (CDC), you should submit a request for an accommodation through the Student Disability Services Office (SDS) by completing the online application. Students will need to provide documentation that verifies their health condition or disability and supports the need for accommodations. If a student is already affiliated with SDS and would like to request additional accommodations due to the impact of COVID-19, s/he should contact their accessibility specialist to discuss their specific needs. Refer to Appendix B for “Faculty Guidance and Protocols”.
TEACHING:

Info from [https://www.utoledo.edu/rocket-restart/](https://www.utoledo.edu/rocket-restart/) and email from Angela Paprocki to deans from June 16, 2020.

**OVERVIEW**

In Fall 2020, the university’s plan is to be 70% face-to-face, 30% online.

For face-to-face courses, some sections will be assigned to large rooms to facilitate social distancing. Those teachers and students will teach their courses as they normally would, only following all the guidelines for health and safety as prescribed by the university (distancing, mask wearing, etc).

However, instructors who are assigned to teach F2F courses should be prepared to do two additional things:

1) **“Roll” your classroom**, meaning half the students come to class live while the other half stays home. Many F2F classes will by necessity be assigned to rooms that are too small, meaning you will not be able to fit your entire class into them at once.

   —and—

2) **Prepare asynchronous content** for your course, even if you are teaching it live. The presence of asynchronous content may help to facilitate the rolling classroom model and will also provide a base point for the class if we must pivot to an all-online experience.

*The Provost Office is requesting that all class sessions be recorded (audio only or audio/video) and uploaded to Blackboard for students who may not be able to attend.*

**Syllabus Language** *(Email from Office of the Provost to Faculty and Academic Affairs Staff, July 30, 2020.)*

To ensure all faculty are following the same classroom processes with students throughout the semester, we have created a COVID Syllabus Template - Fall 2020 which is linked to both the University Teaching Center and the COVID-19 Pandemic: Office of the Provost Communications webpages. For your convenience the additional verbiage we are asking all faculty to add to their syllabi is provided below *(see Appendix B)* and the template is attached. Please note, for any fully online course, with no face-to-face classroom/meeting component, instructors will need to modify this statement below accordingly; for example, a fully online course syllabus would not need to include the DESKS AND WORK SPACES section *(see page 11).*
CLASSROOM DELIVERY MODELS:

FACE-TO-FACE
Class is assigned to a large room to facilitate social distancing. Instruction is delivered on campus, in person, in a classroom; classroom location and designated meeting days and times are provided for this type of course. All the guidelines for health and safety as prescribed by the university (social distancing, mask wearing, etc) are maintained.

HYBRID/BLENDED (ROLLING CLASSROOMS)
Source: https://www.utoledo.edu/rocket-restart/
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.

As described in an email sent June 9, 2020, many face-to-face courses may need to be delivered using a “hybrid or rolling classroom” delivery model, based on social distancing and reduced classroom capacity.

An example of this could be:

If you have a class of 40 students that meets on Tuesday and Thursday, and the social distancing classroom capacity* is 20 students for the room, then ½ the class (20 students, group A) would attend in person on Tuesdays, while the other half (group B) works remotely; then on Thursdays, group B would attend in person, with group A remote. This would create the “rolling” classroom model, students rotate (roll) between the face-to-face and online environment each class period. *A list of the maximum number of students permitted in each general purpose classroom using social distancing guidelines can be found on the Classroom Support Services webpage.

Faculty are requested to record every class session using Echo360 Lecture Capture (available in every classroom on campus), Blackboard Collaborate, WebEx, or another streaming service. This is to ensure that every student has access to the same content presented in the classroom that day including those students who 1) use the rolling schedule, 2) require an accommodation, 3) have to self-isolate, 4) have access and/or connectivity issues or 5) reside in a different time zone.

SYNCHRONOUS REMOTE CLASSROOMS
Info from email from Julie Quinonez, June 19, 2020; updated via email from Provost Office, July 6, 2020

- Instructor is online with students during designated course meeting days and times
- Uses Bb Collaborate Ultra, Webex or other live streaming tool.
- Students submit exams and other coursework electronically.
- Live streamed lectures should be recorded for asynchronous viewing by students that cannot attend during scheduled meeting times or that need to review lecture presentations at a later time.
- These courses will show a building and room assignment of OC REMOTE.
CLASSROOM DELIVERY MODELS, CONT’D:

ONLINE (ASYNCHRONOUS OR TRADITIONAL DL)
Info from email from Julie Quinonez, June 19, 2020; updated via email from Provost Office, July 6, 2020

- No designated course meeting days or times for instructors and students to meet online.
- All content—recorded lectures, PPT files, assignments, etc.—may be viewed by students at their own preferred time.
- Students submit exams and other coursework electronically by instructor established deadlines.
- If a course is online - asynchronous/traditional DL, “this determination will be made within the department and should be updated in Banner by the department as follows”:
  - Remove the day and time on the course (SSASECT)
  - Change the room assignment to: DL Online

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

**Biological Sciences and Environmental Sciences:**
**Michael Douglas**
419-530-4384
michael.douglas2@UToledo.edu
RH 1805 C
**Office Hours:**
Tuesday: 10 AM – 12 PM
Thursday: 10 AM – 12 PM

**Chemistry, Mathematics & Statistics, Physics & Astronomy:**
**Sylvia Suh, Ph.D.**
419-530-4016
Sylvia.suh@utoledo.edu
RH1805F
**Office Hours:**
Monday: 10 AM – 12 PM
Wednesday: 1 PM – 3 PM

INSTRUCTIONAL LABS

The same protocols followed for classroom instruction should be followed for instructional labs that are taught face to face.
**CLASSROOM TECHNICAL ISSUES:**

**RECORDING YOUR CLASS SESSIONS**

The Provost Office is requesting that faculty record *every* class session.

- You can record on your phone using whatever platform is available.

- **Blackboard Collaborate Ultra**
  - Meet with students live while they are not in the classroom; these can be recorded and saved in a Blackboard course.
  - Can be used when some students are in class and some are participating from home.
  - Use a virtual whiteboard, upload PowerPoints, participate in the chat box, ask poll questions.
  - [Click here](#) for an example.
  - Contact Rob Bruno for assistance at Robert.bruno@utoledo.edu

- **Echo360**
  - Record lectures from your computer at home or in your office to be uploaded to Blackboard.
  - Record lectures in the classroom when students are not participating live from home; these videos are uploaded to Blackboard at the end of class.
  - [Click here](#) for an example of a video created from a personal computer.
  - [Click here](#) of an example of a video created in the classroom.

- NSM has purchased a 4K digital camcorder and equipment specifically for pre-recorded materials, especially for lab courses or demonstrations, it’s not designed for synchronous lecture capture. Rob and his team will be able to help with recording, editing, posting and/or distributing content for instructors.

**SYNCHRONOUS LIVE STREAMING OF YOUR CLASSES**

- If you want to live stream your discussion/lecture, Rob Bruno, Director of IT for NSM, states:
  - Blackboard is best for synchronized learning, where you can stream a lesson using multiple inputs, although there is a delay.
  - If you want a synchronized learning experience, where on one day, half the class is F2F and the other is remote, our IT department has high quality cameras and software to assist you in the recording of your classes.

- Please contact Rob Bruno at [Robert.bruno@utoledo.edu](mailto:Robert.bruno@utoledo.edu) for additional information and/or support for either of these options.
CLASSROOM TECHNICAL ISSUES, CONT’D:

AVAILABLE PLATFORMS

■ WHATEVER WORKS. Again, if all you want is to record your class session and later upload it to Blackboard, you can use whatever platform is most accessible to you, provided ALL of your students can listen or watch what you’ve uploaded.

■ ECHO360. The provost’s office has promoted Echo360 as available in all university classrooms (see email from Angela Paprocki, June 16th). But, to be clear, Echo360 is not a streaming or synchronizing platform. Rob Bruno states: “It is good for recording multiple inputs connected to the computer, webcam, doc cam, screen, etc., then making that content available at a later time.” So, 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.

■ WEBCAM. The College has ordered IP cams which will be installed in the departmentally controlled classrooms by start of semester. Contact Jason Bolbach or Rob Bruno via email for training on their use.
UTOLEDO BOOKSTORE:

Source: www.utoledo.bncollege.com

As of June 29, 2020:

- The bookstore has not yet determined a re-opening date. *Updated* - UTtoledo Bookstore to Reopen July 27 - see Appendix B.
- 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.
- They are also processing and shipping all Summer orders to students for free.
- 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 you have textbook specific questions, please email books1@utoledo.edu.
- For other questions, you may contact the general manager, Colleen Strayer, at the general number 419.530.2516.

If you find yourself on a website for what appears to be a UTtoledo bookstore that claims to be offering curbside service, that is the Rockets Bookstore on Bancroft, which is not the same as the Barnes and Noble UTtoledo Bookstore on Dorr and Secor (official), and which unfortunately comes up very early on the list if you just Google “UTtoledo” and “bookstore.”

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

NSM faculty and students should reach out to their liaison librarian with questions: [https://libguides.utoledo.edu/subjectliaisons](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.
APPENDIX A - FORMS:

Reasonable Workplace Accommodation Request Form
https://www.utoledo.edu/depts/hr/webforms/reasonable-accommodation-request-form.html
(screen shot of form below, taken 6.9.2020)

Identify the physical and/or mental impairment(s) that substantially limits one or more daily activities for which you are requesting an accommodation and include the date of diagnosis. *

What is the expected duration of the impairment(s)? *

Explain what barriers you experience that is associated with the impairment(s) listed above as it relates to performing the essential functions of your position. If you are a new employee, state anticipated barriers that you foresee, which would impact performing job duties. Be as specific as possible in your description of functional limitation associated with your medical condition(s) *

List the accommodations(s) you are requesting in order to perform the essential job functions. *

Add any comments you feel may be helpful in our considerations of your request.

Medical verification of the impairment(s) (check the appropriate box): *

- I have enclosed the applicable medical documents with this request.
- I have NOT enclosed the applicable medical documents with this request.
- The disability and need for a reasonable accommodation is obvious and no medical documentation is needed. Explain below.

Explanation for above question

Submit Form  Clear Form
APPENDIX A - FORMS, CONT’D:

Medical Certification Form — ADA Accommodation
https://www.utoledo.edu/depts/hr/eea-aa/docs/Medical-Inquiry-Form-ADA.pdf
This is a fillable PDF that can be found at the link above (screen shot of form below, taken 6.9.2020)
APPENDIX B - SOURCES & EMAILS:

Most of the information in this document can be found on the UToledo Rocket Restart Page: https://www.utoledo.edu/rocket-restart/, but some has come in the form of emails from various offices as well as news announcements.

From: Human Resources Department <HumanResourcesDepartment@UToledo.Edu>
Date: Friday, June 5, 2020 at 11:17 AM
Subject: Rocket Restart Plan

Good morning. We are asking that you share the below letter of information with your employees as they begin to return to the office this month and next. Thank you.

The University of Toledo is excited to begin the first phase of our Rocket Restart Plan.

As employees return to campus during the next two months, we recognize there may be some questions about the various protocols that have been put in place to ensure a responsible and safe restart to campus operations.

To ensure everyone is aware of our new guidelines to prevent the spread of coronavirus, as you welcome your team members back we are asking you to share the following reminders.

All employees must continue to monitor their health, checking their temperature daily and watching for symptoms consistent with COVID-19.

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.

Social distancing is a must. Employees should observe all markings as necessary for spacing and remember to adhere to the 6-foot space distancing rule.

Employees should wash their hands frequently with soap and water and at least for 20 seconds, especially after coming into contact with high-touch surfaces, such as door knobs, handles, copiers, and supply cabinets.

Environmental Services is performing enhanced cleaning, but employees also should regularly clean and sanitize their personal workspaces throughout the day. Please be sure everyone in your department knows where sanitation supplies are stored and how they are being used within your area.

More information about health monitoring, face coverings, social distancing and the University's additional Rocket Prevention Principles are available on the Rocket Restart website.

Our department remains available to help you and your employees find the tools necessary so that everyone has the best experience possible for your return.

Should you or your team members have any additional questions or concerns, please contact us at humanresourcesdepartment@utoledo.edu and a member of our HR team will be happy to assist you.

Thank you,
Wendy Davis
Associate Vice President and
Chief Human Resources Officer
By Staff: June 15th, 2020

It will take all members of The University of Toledo community working together to promote a safe campus as students, faculty and staff return to campus for fall semester.

Students are asked to sign the 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.

Faculty and staff are required to adhere to a similar set of Rocket Prevention Principles.

“We are asking everyone to do their part to keep campus safe by taking the necessary precautions amidst this pandemic,” said Dr. Phillip “Flapp” Cockrell, vice president for student affairs and vice provost.

All members of the UToldeo community are asked to take their temperature and do a self-check for symptoms, and then only come to campus if their temperature is less than 100.0 degrees and they are not experiencing symptoms of illness.

While on campus, everyone needs to practice social distancing staying at least six feet apart from others, regularly wash their hands and clean their workspaces, and wear a face covering unless alone in an enclosed space, eating or outside practicing social distancing.

Additional details about UToldeo’s Rocket Restart plan to safely return to on-campus operations will be released in the coming weeks.
APPENDIX B - SOURCES & EMAILS, CONT’D:

Fall 2020 Changes to Schedule Update
Quinonez, Julie Julie.Quinonez@utoledo.edu
June 19, 2020, 11:36 am

We are working to convert appropriate fall courses from face-to-face to online remote delivery. This will take us a few weeks, but we believe we will have the work completed by July 10, 2020. Between now and that date, the information in Banner will be changing and should not be regarded as final until July 10 (or earlier, if stated in a follow-up communication).

Courses changing from face-to-face to remote/online delivery will have the following fields updated on SSASECT:

**Instructional Method:** DLC  
**Building:** OC  
**Room:** REMOTE

Many remote courses will be taught **synchronously** at the day and time already assigned. For that reason, we are not removing previously assigned days and times and no action needs to be taken by the department.

The department may intend to deliver a remote course **asynchronously**, meaning no meeting day or time should be assigned to the course. This determination will be made within the department and should be updated in Banner by the department as follows:

1. Remove the day and time on the course (SSASECT)  
2. Change the room assignment to: DL Online

These definitions may be helpful:

**Synchronous remote** – instructor is online with students during designated course meeting days and times using Bb Collaborate Ultra, Webex or other live streaming tool. Students submit exams and other coursework electronically. Live streamed lectures should be recorded for asynchronous viewing by students that cannot attend during scheduled meeting times or that wish to review lecture presentations at a later time.

**Asynchronous remote or traditional DL** – no designated course meeting days and times are provided for instructors and students to meet online. All content—recorded lectures, PPT files, etc.—is viewed by students asynchronously. Students submit exams and other coursework electronically.

Thanks and have a great weekend!

Julie Quinonez  
University Registrar
Dear Faculty and Academic Affairs Staff,

As we approach the start of fall semester on August 17, 2020, I want to provide you with some important Academic Affairs updates. The new fall schedule of classes is now available online [here](mailto:Provost@utoledo.edu). Please note, the course dates are in the process of being updated to reflect the earlier term start date.

In reviewing this schedule, you will note some possible changes in modality and room assignments, as a result of the reduction in classroom occupancy necessitated by the need to meet social distancing regulations. Several types of instruction are also in use for the term, for clarity and consistency, they are defined below:

- **Face-to-Face** - Instruction is delivered on campus, in person, in a classroom; classroom location and designated meeting days and times are provided for this type of course.

- **Remote** - Synchronous online instruction, in which the instructor and students are all online during the designated course meeting days and times, using Blackboard Collaborate Ultra, WebEx, Zoom, or other live streaming options. Students submit exams and other coursework electronically. Live streamed lectures should be recorded for asynchronous viewing by students that cannot attend during scheduled meeting times or that need to review lecture presentations at a later time. These courses will show a building and room assignment of OC REMOTE.

- **Online** - There are no designated course meeting days and times provided for instructors and students to meet online; all content (recorded lectures, PPT files, assignments, etc.) may be viewed by students at their own preferred time; students submit coursework and complete exams electronically, by instructor established deadlines.

- **Hybrid/Blended** - An integration of face-to-face instruction with online instruction that builds on the strengths of each; students meet face-to-face with the instructor one or two times a week and complete the rest of their classwork online; face-to-face sessions may be held in a campus classroom, lab, or at an external location such as a clinical site for health-related classes.

Remote, online or hybrid/blended instruction methods should be incorporated into face to face courses where classroom seating capacity does not permit the entire class to attend at the same time. To determine the seating capacity for an assigned classroom based on social distancing guidelines please visit [https://www.utoledo.edu/depts/academicsupport/](https://www.utoledo.edu/depts/academicsupport/). Faculty should not exceed the maximum number of students permitted in a classroom using social distancing.

For any instruction provided that includes a lecture component, we are asking that the lecture be recorded using either Echo 360 or Collaborate. The recording should then be made available to students to ensure access for students who may require the recording as an accommodation, or who may need it because of missing class due to COVID-19 or another excused absence/illness. UToledo Online is available for individual consultations and group trainings for faculty/instructors who may need assistance using these technologies - please visit [https://www.utoledo.edu/dl/](https://www.utoledo.edu/dl/) for additional information. The attached flyer provides further information regarding Echo 360 and Collaborate.

Lastly, if you have not yet done so, please review the [Rocket Restart Plan](https://www.utoledo.edu/restart/) for more information on new campus procedures for the fall semester. One important change is that all students, faculty and staff will be required to wear face coverings at all times while inside buildings and outside when social distancing is not possible. Paper towels and spray sanitizers will also be available in each classroom for faculty and students to disinfect their desk/work areas prior to use.

I appreciate your flexibility and willingness to accommodate the needs of our students and your cooperation in following our guidelines as we work together to promote health and safety across our campus.

Best wishes,

Karen S. Bjorkman, Ph.D.
Provost and Executive Vice President for Academic Affairs
Distinguished University Professor
APPENDIX B - SOURCES & EMAILS, CONT’D:


UTOLEDO NEWS

UToledo Bookstore to Reopen July 27

By Staff: July 24th, 2020

The Barnes & Noble University of Toledo Bookstore in the Gateway Plaza is scheduled to reopen Monday, July 27.

Customers will be asked to social distance and wear masks to keep everyone safe, according to Colleen Strayer, general manager of the store.

“We are excited to welcome back campus and local community members,” Strayer said. “We ask everyone to be mindful and respectful during this unprecedented time so we can all stay healthy.”

The store located at 1430 Secor Road on the southwest corner of Main Campus will be open that week Monday through Friday from 10 a.m. to 5 p.m. and Saturday from 10 a.m. to 3 p.m. Those hours also will be in effect the week of Monday, Aug. 3.

The weeks of Aug. 10 and 17, the bookstore will be open Monday through Thursday from 8 a.m. to 7 p.m., and Friday and Saturday from 10 a.m. to 5 p.m.

UToledo classes are slated to begin Monday, Aug. 17.

Hours for the week of Aug. 24 will be Monday and Tuesday from 8 a.m. to 7 p.m.; Wednesday and Thursday from 8 a.m. to 5 p.m.; Friday from 10 a.m. to 3 p.m.; and closed Saturday.

Regular hours for fall semester then will be Monday and Tuesday from 10 a.m. to 6 p.m.; Wednesday and Thursday from 10 a.m. to 5 p.m.; Friday from 10 a.m. to 3 p.m.; and closed Saturday.

For more information, visit the Barnes & Noble University of Toledo Bookstore website.
APPENDIX B - SOURCES & EMAILS, CONT’D:

Fwd: Important Updates and Guidance From Student Disability Services
Plenefisch, John  john.plenefisch@utoledo.edu
July 29, 2020, 9:39 am

Dear Faculty and teaching staff-

Please see the information in the below email forwarded from Enjie Hall Student Disability Services Director regarding accommodations this fall. Some important points to note are:

1) Testing center is closed this fall; for testing accommodations you will need to find a different alternative as described in the email
2) Some students in face to face (f2f) courses may need to take the entire course remotely due to COVID-19 related disability accommodations; the University is already asking that all f2f courses be recorded or available in a remote format for students who are unable to attend class due to, for example, quarantine.
3) Face coverings and students with accommodations - please see specific cases described in the email.

If you oversee a course taught by Graduate Teaching Assistants be sure to communicate to and work with them in any accommodation related requests or issues that arise.

Thank you,

John Plenefisch
Interim Dean, College of Natural Sciences and Mathematics
2246 Wolfe Hall - MS 620
419 530-7840

I appreciate all that our instructors do to promote learning for all of our students; thank you for your flexibility, innovation, creativity, and compassion working with students including those who are disabled. I would like to provide some information for how we adjust given these unusual times in the hopes that it will be useful and reduce stress.

Student Disability Services staff are available for consultation on implementation of disability accommodations. NSM’s staff liaison in SDS is Lisa Yost, Assistant Director, Lisa.Yost@utoledo.edu

Exams/Quizzes for Courses on Main Campus
The Memorial Fieldhouse Testing Center is closed for the semester. We recognize that this is not ideal as the Testing Center serves as a resource to Instructors. We were unable to ensure that exams would be proctored in a timely manner to offer equal access for disabled students due to environmental requirements for COVID-19. This means that all accommodated exams and make-up exams for face to face or hybrid/blended courses will need to be offered in an online format through Blackboard or another remote option unless Instructors are able to make arrangements within their college to proctor exams with accommodations. The simplest solution may be to offer all assessments to all students in each course in an online format as this allows for any student who is unable to attend in person to take exams. Extended time can be applied to those who get this accommodation through Blackboard, therefore eliminating the need for an instructor to proctor in person with extended time. Also, online exams will allow participation for students who are individuals with high risk factors, will become ill, need to self-isolate, need to care for ill family
APPENDIX B - SOURCES & EMAILS, CONT’D:

(July 29, 2020, email cont’d)

members, and other COVID-19 related circumstances that will prevent them from attending class temporarily or for the duration of the semester. Online exams limit transmission of COVID-19 since papers would not be pass between Instructors and students.

Please note that equity applies to students who are testing using accommodations through Student Disability Services. They must be given the same exam as those who are taking the exam in person. Students are expected to be taking the exam at the same time unless they have a time conflict with attending another course. Alternatives to traditional timed exams for assessing all students in a course could include “take home exams,” papers/essays, projects, exit slips (submitted in Blackboard), shorter/more frequent quizzes online, etc. Options for proctoring remotely can include specialize proctoring software or monitoring via having students turning on their cameras in a platform such as Zoom.

Dr. Claire Stuve and I are available to provide consultation for implementation of testing accommodations. Dr. Stuve can be reached at Claire.Stuve@utoledo.edu. Please note that the Academic Testing Center (ATC) on HSC is open.

Remote Participation
Student Disability Services is coordinating remote participation for courses designated as face to face, which include lectures and labs. Accessibility Specialists are reaching out to Instructors via email to notify them that they will have a student in their course who will be participating remotely for the duration of the semester due to high risk factors or disability-related impacts associated with COVID-19. For those students using this accommodation, remote participation will also appear on the Accommodations Memos when we email them out beginning August 10, 2020. We ask that instructors also offer remote participation to those students who have disability-related excused absences as a listed accommodation when they are unable to attend in person.

No More Notetakers
SDS has transitioned all students to using technology for notetaking. This means that Instructors no longer need to assist with recruiting peer note-takers in courses. It is crucial that Instructors make PowerPoints and other materials as well as recordings of class sessions available to students so that our students have the opportunity to interact with the material in ways that meet their access and learning needs.

Breaks During Face to Face Courses
Since food and drinks are not permitted in the classroom as a health and safety precaution, we would like to let Instructors know that some students may need to take occasional breaks to leave the classroom to take medication or eat/drink to regulate their medical condition.

Guidance for Face Coverings
All students are required to wear a face covering to ensure the health and safety of all our students and Instructors. If a student comes to class an claims they are exempt from wearing a face covering for health reasons, Instructors should direct the student to call or email Student Disability Services for consultation and ask them to leave the classroom. Allow the student to participate remotely for the class session.

For students who are D/deaf or hard of hearing, Accessibility Specialists are contacting Instructors to provide them with a clear mask so that these students can observe facial expressions and read lips.
APPENDIX B - SOURCES & EMAILS, CONT’D:

(July 29, 2020, email cont’d)

UTOEldo recognizes that face coverings may present a communication barrier to some individuals, particularly those who are D/deaf or hard of hearing. When speaking with an individual who requests to be able to see your face, please do not remove your face covering for your health and safety as well as those with whom you are interacting.

Inclusive communication options may include:
• Move to a quieter space to converse
• Handwritten notes
• Texting, chat, or email on a mobile device or computer
• Typing into a word processing app on your mobile device and showing the message to the person
• Speaking a bit louder and articulate (do not yell nor speak rapidly)

Closed Captioning for Recorded Materials
For the benefit of all students, please select third party media that is already closed captioned. Enable captions when showing a video in class or in remote delivery. If a student is utilizing captioned materials, this will appear in their Accommodations Memo as a listed accommodation. For courses where recordings are being produced, please grant SDS staff access in Blackboard upon request so that we can get recordings captioned. Instructors may also email the media to captioning@utoledo.edu and we will work to get closed captions added.

Course Materials as Accessible Digital Documents
We strongly encourage Instructors to select textbooks that are already in a digital format. Books that are available through VitalSource, Amazon Kindle, and Apple iBooks are known to be accessible. Blackboard Ally is a resource for instructors to create accessible documents. The tool automatically scans faculty-uploaded content for accessibility concerns and provides guidance on how to correct the underlying issues. Ally also automatically provides several alternative formats for various types of course content files uploaded to Blackboard. Watch this brief video for a quick overview: Overview for Instructors of Ally for Learning Management Systems and read more at Blackboard’s Ally Quick Start for Instructors.

Thank you and please feel free to ask questions or provide feedback to me. Take care and be well.

Enjie Hall
She/her/hers
Director of Campus Accessibility and Student Disability Services
Americans with Disabilities Act Compliance Officer

Internal Audit and Compliance: Student Disability Services
1820 Rocket Hall, Mail Stop 342
2801 W. Bancroft St.
Toledo, Ohio 43606-3390
419.530.4981
enjie.hall@utoledo.edu
Dear Colleagues,

We look forward to welcoming you back to campus next week as we prepare to safely return to on-campus instruction and activities for the academic year.

The University of Toledo understands the ongoing COVID-19 pandemic creates challenges for some of our employees as they balance work and personal commitments. While UT-Based aims to provide as much flexibility as possible for employees, it's important to note that ensuring our students have the best educational experience takes precedence over individual work arrangements. At this time, the University is planning to welcome students back to campus for the fall semester which begins Monday, Aug. 17.

The University is permitting supervisors to work with their employees who are in need of flexibility to establish temporary work arrangements. Working remotely also may be permitted only if an employee's job responsibilities can be facilitated remotely.

Flexible work options could include alternate schedules, such as adjustments to the start or end times or flextime during the work day, which is typically 8:15 a.m. to 5 p.m., or a compressed work week, such as four 10-hour days.

Employees will need to propose a flexible work arrangement to their supervisors for consideration. After consultation with Human Resources, approval is at the supervisor's discretion and said proposal may be modified by the supervisor and/or denied. If approved, the supervisor and employee will complete a Flexible Work Agreement and method for reviewing completed tasks and assignments.

Faculty members should propose a flexible work arrangement to their department chairs for consideration.

The flexible work arrangement is in addition to existing options. Employees requesting workplace accommodations due to a disability or medical condition should continue to complete the ADA Accommodations Request Form. Paid sick leave and extended family and medical leave for eligible employees is available through the Families First Coronavirus Response Act (FFCRA) through Dec. 31, 2021. It can be taken intermittently to provide additional flexibility.

For more information about all options, visit the Working Through COVID-19 website.

Thank you,

Wendy Davis, SPHR, SHRM-SCP
Associate Vice President and Chief Human Resources Officer
Dear Faculty and Academic Affairs Staff:

With fall semester right around the corner, full-time faculty and staff will be returning to campus on Monday, August 3, 2020 and nine-month faculty returning the day classes begin Monday, August 17th unless they choose to voluntarily return before then to prepare for their courses. With that in mind, I would like to share some information with you regarding syllabus development for fall semester and remind you of some valuable resources.

**Syllabus Language**

To ensure all faculty are following the same classroom processes with students throughout the semester, we have created a COVID Syllabus Template - Fall 2020 which is linked to both the University Teaching Center and the COVID-19 Pandemic: Office of the Provost Communications webpages. For your convenience the additional verbiage we are asking all faculty to add to their syllabi is provided below and the template is attached. Please note, for any fully online course, with no face-to-face classroom/meeting component, instructors will need to modify this statement below accordingly; for example, a fully online course syllabus would not need to include the DESKS AND WORK SPACES section.

**SPECIAL COURSE EXPECTATIONS DURING COVID-19**

**ATTENDANCE**

The University of Toledo has a missed class policy. It is important that students and instructors discuss attendance requirements for the course. Students must perform a daily health assessment, based on based on CDC guidelines, before coming to campus each day, which includes taking their temperature. Students who are symptomatic/sick should not come to class, and should contact the Main Campus Health Center at 419-530-3451. Absences due to COVID-19 quarantine or isolation requirements are considered excused absences. Students should notify their instructors, and these absences may not require written documentation.

**FACE COVERINGS**

All students must wear face coverings while on campus, except while eating, alone in an enclosed space, or outdoors practicing social distancing. NO students will be permitted in class without a face covering. If you have a medical reason that prevents you from wearing a face covering due to a health condition deemed high-risk for COVID-19 by the Centers for Disease Control and Prevention (CDC), you should submit a request for an accommodation through the Student Disability Services Office (SDS) by completing the online application. Students will need to provide documentation that verifies their health condition or disability and supports the need for accommodations. If a student is already affiliated with SDS and would like to request additional accommodations due to the impact of COVID-19, s/he should contact their accessibility specialist to discuss their specific needs.

**SOCIAL DISTANCING**

Students should practice social distancing inside and outside the classroom; please follow signage and pay attention to the seating arrangements. Do not remove stickers or tape from seats and/or tables, this is there to provide guidance on the appropriate classroom capacity based on the recommended 6 feet of social distancing between individuals. Please be conscious of your personal space and respectful of others. Also be cognizant of how you enter and exit the room; always try to maintain at least 6 feet of distance between yourself and others.

**DESKS AND WORK SPACES**

Students will need to sanitize their desks and/or work space before class with the University provided sanitizing spray and paper towels.
APPENDIX B - SOURCES & EMAILS, CONT’D:

(July 29, 2020, email cont’d)

SPECIAL NOTES

It’s important to note that based on the unpredictability of the COVID-19 virus, things can change at any time. Please be patient and understanding as we move through the semester. I also ask that you keep me informed of concerns you may have about class, completing course work/assignments timely and/or health concerns related to COVID.

Instructional Delivery and Classrooms

As previously mentioned, to promote adequate social distancing we have had to make many changes to our fall course offerings, with the majority of courses with 50 students and above being moved to an online format. Due to social distancing measures, a 100-seat lecture hall may now only accommodate 25 students. These revised maximum occupancies will be posted in the classrooms.

As described in an email sent June 9, 2020, many face-to-face courses may need to be delivered using a “hybrid or rolling classroom” delivery model, based on social distancing and reduced classroom capacity.

An example of this could be:

- If you have a class of 40 students that meets on Tuesday and Thursday, and the social distancing classroom capacity* is 20 students for the room, then ½ the class (20 students, group A) would attend in person on Tuesdays, while the other half (group B) works remotely; then on Thursdays, group B would attend in person, with group A remote. This would create the “rolling” classroom model, students rotate (roll) between the face-to-face and online environment each class period. *A list of the maximum number of students permitted in each general purpose classroom using social distancing guidelines can be found on the Classroom Support Services webpage.

- Faculty are requested to record every class session using Echo360 Lecture Capture (available in every classroom on campus), Blackboard Collaborate, WebEx, or another streaming service. This is to ensure that every student has access to the same content presented in the classroom that day including those students who 1) use the rolling schedule, 2) require an accommodation, 3) have to self-isolate, 4) have access and/or connectivity issues or 5) reside in a different time zone.

Note: Since June 9, 2020, when the “rolling schedule” was initially announced, the Registrar’s office has worked tirelessly to “right-size” course offerings, by placing classes into large classroom spaces whenever possible, to would allow the entire class to meet together as they normally would, while still allowing for social distancing. This has significantly reduced the number of courses that will need to utilize the rolling schedule.

Advising, Success Coaching and Meetings with Students

Student academic support services (academic advising, success coaching, tutoring, etc.) will continue to be offered in multiple modalities this fall including by phone, virtual chat, email, text, and face-to-face appointments. Due to the COVID-19 pandemic, it is highly recommended that 1:1 meetings with students occur online whenever possible.

Lastly, the health and safety of our students, faculty and staff as we re-open the University and move closer to the start of fall term is vital to a successful semester. We all need to work together! Please do your part, wear a face covering, be aware of your surroundings and your proximity to others, and follow recommendations on hand washing. Together we will succeed! Thank you in advance for your support and assistance. For more information on the UToldeo response to COVID-19, please visit the Rocket Restart website.

Sincerely,

Karen S. Bjorkman
Provost and Executive Vice President for Academic Affairs
APPENDIX B - SOURCES & EMAILS, CONT’D:

COVID SYLLABUS TEMPLATE
(Insert Name of Course)
The University of Toledo
(Insert Department, Program and/or College)*
(Insert Alpha Course Identifier, Course Registration Number (CRN) and Section)*

<table>
<thead>
<tr>
<th>Instructor:</th>
<th>(Insert Instructor Name)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td>(Insert UT Email Address)*</td>
</tr>
<tr>
<td>Office Hours:</td>
<td>(Insert Availability/by appointment)*</td>
</tr>
<tr>
<td>Office Location:</td>
<td>(Insert Office Address)*</td>
</tr>
<tr>
<td>Instructor Phone:</td>
<td>(Insert Phone Number)*</td>
</tr>
<tr>
<td>Offered:</td>
<td>(Insert Term and Year)*</td>
</tr>
<tr>
<td>Course Website:</td>
<td>Blackboard Learn (if applicable)</td>
</tr>
<tr>
<td>Class Location:</td>
<td>(Insert Class Room Number and Building)*</td>
</tr>
<tr>
<td>Class Day/Time:</td>
<td>(Insert Course Schedule)*</td>
</tr>
<tr>
<td>Lab Location:</td>
<td>(Insert Class Room Number and Building, if applicable)*</td>
</tr>
<tr>
<td>Lab Day/Time:</td>
<td>(Insert Lab Schedule, if applicable)*</td>
</tr>
<tr>
<td>Credit Hours:</td>
<td>(Insert Number)*</td>
</tr>
</tbody>
</table>

SPECIAL COURSE EXPECTATIONS DURING COVID-19

ATTENDANCE
The University of Toledo has a missed class policy. It is important that students and instructors discuss attendance requirements for the course. Students must perform a daily health assessment, based on based on CDC guidelines, before coming to campus each day, which included taking their temperature. Students who are symptomatic/sick should not come to class and should contact the Main Campus Health Center at 419-530-3451. Medical and Physician Assistant Students should contact Jyothi Sri Pappula, MD via email at: jyothi.pappula@utoledo.edu; All other clinical students should contact Dean Linda Lewandowski, College of Nursing, via email at Linda.Lewandowski@UToledo.Edu or by phone at 419-383-5835. Absences due to COVID-19 quarantine or isolation requirements are considered excused absences. Students should notify their instructors and these absences may not require written notice.

FACE COVERINGS
All students must wear face coverings while on campus, except while eating, alone in an enclosed space, or outdoors practicing social distancing. NO students will be permitted in class without a face covering. If you have a medical reason that prevents you from wearing a face covering due to a health condition deemed high-risk for COVID-19 by the Centers for Disease Control and Prevention (CDC), you should submit a request for an accommodation through the Student Disability Services Office (SDS) by completing the online application. Students will need to provide documentation that verifies their health condition or disability and supports the need for accommodations. If a student is already affiliated with SDS and would like to request additional accommodations due to the impact of COVID-19, should contact their accessibility specialist to discuss their specific needs.

SOCIAL DISTANCING
Students should practice social distancing inside and outside the classroom please follow signage and pay attention to the seating arrangements. Do not remove stickers or tape from seats and/or tables, this is there to provide guidance on the appropriate classroom capacity based on the recommended 6 feet of social distancing between individuals. Please be conscious of your personal space and respectful of others. Also be cognizant of how you enter and exit the room; always try to maintain at least 6 feet of distance between yourself and others.

DESKS AND WORK SPACES
Students will need to sanitize their desks and/or work space before class with the University provided sanitizing spray and paper towels their desks.

SPECIAL NOTES
It’s important to note that based on the unpredictability of the COVID-19 virus things can change at any time so please be patience and understanding as we move through the semester. I also ask that you keep me informed of

*Required

COVID Syllabus Template/Revised: July 30, 2020
Office of the Provost/University Teaching Center/Office of Assessment
APPENDIX B - SOURCES & EMAILS, CONT’D:

careers you may have about class, completing course work/assignments timely and/or health concerns related to COVID.

CATALOG/COURSE DESCRIPTION*
(Insert course description as published in The University of Toledo Course Catalog; please refer to the face-to-face syllabus guidelines for more guidance/details.)

COURSE OVERVIEW/TEACHING METHODOLOGY
(Provide a short description that will help learners understand the purpose of the course and your teaching methodology; please refer to the face-to-face syllabus guidelines for more guidance/details.)

STUDENT LEARNING OUTCOMES*
(Insert Student Learning Outcomes; please refer to the face-to-face syllabus guidelines for more guidance/details.)

PREREQUISITES AND COREQUISITES*
(Use the course catalog (https://www.utoledo.edu/catalog/to) accurately list any prerequisite or corequisite courses required by the university and/or program, if there are none, type "None".)

TEXTS AND ANCILLARY MATERIALS*
(Provide complete citations for all [required and optional] instructional materials; please refer to the face-to-face syllabus guidelines for more guidance/details.)

TECHNOLOGY REQUIREMENTS
(Insert specifics about any technology requirements for the course; please refer to the face-to-face syllabus guidelines for more guidance/details.)

ACADEMIC POLICIES*
(Include the following links; please refer to the face-to-face syllabus guidelines for more guidance/details.)
Undergraduate Policies: http://www.utoledo.edu/policies/academic/undergraduate/
Graduate Policies: http://www.utoledo.edu/policies/academic/graduate/

COURSE EXPECTATIONS
(Insert specific information pertaining to your course expectations, i.e., communication requirements [office hours, before or after class, by email or phone]; please refer to the face-to-face syllabus guidelines for more guidance/details.)

OVERVIEW OF COURSE GRADE ASSIGNMENT*
(Insert detailed information on how students will be evaluated and assessed a grade in the course; please refer to the face-to-face syllabus guidelines for more guidance/details.)

Midterm Grading*
(Include a statement regarding how midterm grades will be calculated and why they are important.)

Final Grading*
(Define the grading scale for your course.)

UNIVERSITY POLICIES*
(Include the following policy links; please refer to the face-to-face syllabus guidelines for more guidance/details.)

Policy Statement on Non-Discrimination on the Basis of Disability (ADA)* The University is an equal opportunity educational institution. Please read The University’s Policy Statement on Nondiscrimination on the Basis of

*Required

COVID Syllabus Template/Revised: July 30, 2020
Office of the Provost/University Teaching Center/Office of Assessment
APPENDIX B - SOURCES & EMAILS, CONT’D:

Disability Americans with Disability Act Compliance. Students can find this policy along with other university policies listed by audience on the University Policy webpage (http://www.utoledo.edu/policies/audience.html/#students).

Academic Accommodations* (Include the following, verbatim; please refer to the face-to-face syllabus guidelines for more guidance/details.) The University of Toledo embraces the inclusion of students with disabilities. We are committed to ensuring equal opportunity and seamless access for full participation in all courses. For students who have an accommodations memo from Student Disability Services, I invite you to correspond with me as soon as possible so that we can communicate confidentially about implementing accommodations in this course. For students who have not established affiliation with Student Disability Services and are experiencing disability access barriers or are interested in a referral to healthcare resources for a potential disability or would like information regarding eligibility for academic accommodations, please contact the Student Disability Services Office (http://www.utoledo.edu/offices/student-disability-services/) by phone: 419.530.4981 or email at StudentDisability@utoledo.edu.

ACADEMIC AND SUPPORT SERVICES*
Please follow this link to view a comprehensive list of Student Academic and Support Services (http://www.utoledo.edu/studentaffairs/departments.html) available to you as a student (please refer to the face-to-face syllabus guidelines for more guidance/details).

SAFETY AND HEALTH SERVICES FOR UT STUDENTS*
Please use the following link to view a comprehensive list Campus Health and Safety Services available to you as a student.

INCLUSIVE CLASSROOM STATEMENT
In this class, we will work together to develop a learning community that is inclusive and respectful. Our diversity may be reflected by differences in race, culture, age, religion, sexual orientation, gender identity/expression, socioeconomic background, and a myriad of other social identities and life experiences. We will encourage and appreciate expressions of different ideas, opinions, and beliefs so that conversations and interactions that could potentially be divisive turn, instead, into opportunities for intellectual and personal development.

COURSE SCHEDULE*

<table>
<thead>
<tr>
<th>WEEK</th>
<th>DATES</th>
<th>TOPIC</th>
<th>LEARNING OUTCOME(S)</th>
<th>ASSIGNMENTS DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3

*Required

COVID Syllabus Template/Revised: July 30, 2020
Office of the Provost/University Teaching Center/OFFICE OF ASSESSMENT
APPENDIX B - SOURCES & EMAILS, CONT’D:

FACULTY GUIDANCE AND PROTOCOLS

FALL 2020

Addressing In-Class COVID-19 Related Behavior

This guidance and protocol is intended to provide faculty members with information related to expectations and the tools to be able to address COVID-19 related student conduct. More specifically, how a faculty member can address expectations with students regarding wearing a face covering, maintaining appropriate social distancing, and how to assist in providing a safe educational environment for oneself and other students. This guidance and protocol is specific to addressing conduct that occurs within a faculty member’s in-person classroom.

1. Faculty should communicate to students the purposeful protocols and modifications to the in-person and remote educational environment that the University has implemented in response to the COVID-19 pandemic (online, hybrid, face-to-face with modifications). These protocols can be found on the University’s Rocket Restart website.

2. Faculty should include a statement referencing the COVID-19 response guidance for students in course syllabi.

3. Faculty should communicate that safety of students and members of the University community is a priority in face-to-face settings and as such, students who participate in face-to-face course settings should wear face coverings in accordance with University mandatory protocols and the Student Safety Commitment. All students who have a reasonable concern regarding their safety may be dismissed from class without penalty.

4. Students who arrive to a face-to-face class without an appropriate face covering will be reminded of the Student Safety Commitment and the expectation that face coverings are to be worn while in class and any building. Faculty are encouraged to regularly remind students of the safety commitment that all students were required to sign requiring face coverings. If a student or students arrive to class without a face covering, Faculty should first ask/remind all students to wear their face coverings. Faculty are then encouraged to inform all students if individuals fail to comply with wearing face coverings, they will be asked to remove themselves from the face-to-face classroom environment.

5. Students who arrive to a face-to-face class with an appropriate face covering but the face covering is not being worn correctly will be reminded of the Student Safety Commitment and the expectation that face coverings must cover the nose and mouth while in class. Faculty are encouraged to inform all students if individuals fail to properly wearing face coverings, they will be asked to remove themselves from the face-to-face classroom environment.

6. In the event a student refuses to comply with requests to wear a face covering while in the classroom, and/or to maintain an appropriate social distance, the faculty member should report the student to the Office of Student Conduct and Community Standards by completing the online incident reporting form. The report should include the following:
   a. Student name;
   b. Course and section number;
   c. Date and time of incident; and
   d. A description of the violation (ex. failure to comply with face covering requirement despite faculty member making an announcement of the requirement, providing the student with written notification of the requirement, and requesting the student leave the classroom).

7. If the student refuses to leave class, the faculty member may dismiss class for the day, if the faculty member dismisses class, the faculty member should do the following:
   a. Notify the appropriate Department Chair and College-Dean via email of the dismissal and basis;
   b. File a general report with the Office of Student Conduct and Community Standards; and
   c. Provide students with information on how to access the supplemental instruction materials provided to students for remote access through Blackboard or other approved technology.

8. Additional guidance related to what steps faculty should or should not take and what steps faculty should avoid when addressing students who fail to comply with the established Student Safety Commitment are included in Exhibit C.

---

1 See Exhibit A, Sample COVID-19 Syllabus Statement.
2 The student is responsible to work with other students to secure notes or information covered in the class. Recorded lectures should be made available for students who are unable to attend class.
3 A printable notice has been created to allow faculty to facilitate action if students are noncompliant. See Exhibit B.
APPENDIX B - SOURCES & EMAILS, CONT'D:

EXHIBIT A

SAMPLE COVID-19 SYLLABUS STATEMENT

COVID-19 Response & Classroom Expectations

The University has taken numerous steps to meet both the educational needs of students and the health and safety of all members of the University of Toledo community. This has resulted in several modifications to the manner in which courses are delivered, how facilities are utilized, and protocols related to the use of face coverings across campus.

All students have been required to complete the Student Safety Commitment, which asks students to agree to the following:

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 degrees 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 UT, Toledo 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 UT, Toledo at 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.

In the event a student arrives to class without a face covering, they may be asked to comply with the Student Safety Commitment by putting on a face covering. If a student refuses to comply, they may be asked to leave the classroom. A student who refuses to comply after intervention may be subject to conduct action by the Office of Student Conduct and Community Standards, or its designee.

If a student has a medical reason for failing to adhere to the above guidelines, they should contact Student Disability Services for more information related to ADA accommodations. If a student has a financial reason for failing to adhere to the above guidelines, they should contact the Office of the Vice President for Student Affairs who will be able to assist with available resources to ensure that the student has access to their courses.

EXHIBIT B

SAMPLE IN-CLASS NOTICE OF NONCOMPLIANCE CARD

The notice is intended to remind noncompliant students that wearing a face covering is a University, city of Toledo and state of Ohio requirement in response to the health pandemic. The in-class notice card is intended to acknowledge that the student was asked to use a face covering, refused to comply and failed to leave the classroom when requested.

The notice will also address who the student should contact if they have either

1. a medical condition that impacts their ability to comply with the Student Safety Commitment or
2. financial circumstances are an impediment to their compliance with the Student Safety Commitment.

The next page can be printed and distributed to noncompliant students as appropriate.
EVERY ROCKET HAS A MISSION
WEAR A FACE COVERING

We recognize dealing with the effects of COVID-19 have been difficult. However, we have a mutual obligation to create a safe environment for the entire UToldeo community. We are requiring all members of the University community to wear a face covering in classrooms in order to provide a safe campus environment for all community members. We request that you comply by putting on a face covering at this time.

If you do not have a face covering in your possession because you forgot to bring one, please leave the classroom and review the online course materials for this class session. You will be permitted to return to the classroom once a face covering is worn.

If you do not have a face covering due to financial or access issues, you should contact the Dean of Students (Student Union Room 2509) who can assist with resources to ensure that you have access to a face covering.

If you have a disability or medical condition which impacts your ability to comply with the Student Safety Commitment, you must go through Student Disability Services (419.530.4981) for a formal accommodation related to the Student Safety Commitment.

As you have failed to comply with the safety commitment that you signed, the Office of Student Conduct and Community Standards will be reaching out to you to discuss this incident.

Thank you.
APPENDIX B - SOURCES & EMAILS, CONT’D:

EXHIBIT C

Guidance on what faculty should and should not do when addressing student noncompliance with the Student Safety Commitment and University policies related to COVID-19.

Faculty Should:

- Set a good example – wear your face covering in shared spaces, classroom, hallways, common offices, etc.
- Remain calm.
- Remind students of the Student Safety Commitment, and the expectation that face coverings are worn while in class.
- Remind students about the need for social distancing and that wearing a face covering keeps everyone safe.
- If a student or students are not wearing face coverings, remind the entire class of the Student Safety Commitment. Remind and de-escalate.
- Remind the entire class that wearing a face covering is mandatory.
- Make a general announcement that all students who fail to comply with wearing face coverings must remove themselves from the face-to-face classroom. Remind and de-escalate.
- If a student has a medical reason for failing to adhere to the above guidelines, they should contact Student Disability Services for more information related to AODA accommodations. Ask them to contact SDS and provide them with the contact information (419.530.4981 or StudentDisability@utoledo.edu), which is included on the notice card to be passed out to students, and ask them to leave.
- If the student states they do not have the means to purchase/access a face covering, ask them to go to the Division of Student Affairs (University Hall Room 3630) or Dean of Students (Student Union Room 2509) for assistance.
- Ask the student to leave the classroom via card provided.
- If the student refuses to leave the classroom or wear a face covering, it is appropriate for the faculty member to cancel class immediately and instruct students that they should check Blackboard for further class instruction.

Faculty Should Not:

- Let their emotions control the atmosphere. Do not escalate the situation.
- Threaten to call campus police.
- Touch the student or attempt to physically remove the student.
- Use threatening language.
- Demand that the student leave the room.
- Tell the student their grade will depend on their willingness to wear a face covering.
APPENDIX B - SOURCES & EMAILS, CONT’D:

From: Provost Office <Provost@UToledo.Edu>
Subject: Fall Program and Event Registry
Date: August 20, 2020 at 10:17 AM EDT

Dear Deans,
Attached please find the [document](#) (online Word doc) that outlines the guidelines and **must be completed for any event on campus over 10 people for this Fall.**
Thank you,
- Karen

---

<table>
<thead>
<tr>
<th>Fall Program and Event Registry</th>
</tr>
</thead>
<tbody>
<tr>
<td>The University is following state guidelines limiting the number of participants at social events. Currently, that is set at 10 people or fewer. Participants must observe the 6-foot social distancing requirement and face coverings are required by attendees. The state’s order limiting gathering sizes does not prevent Ohioans from going to work, worship, or school, or to acquire goods and services.</td>
</tr>
</tbody>
</table>

Any special gathering/event with 11 to 49 attendees must be approved by the College’s dean or the department’s member of the Senior Leadership Team. Requests for events with an expected attendance of 50 people or more must be approved by the University’s Senior Leadership Team (SLT).

Names and contact information for all attendees must be collected to facilitate contact tracing in the event of a COVID-19 outbreak.

1. Your E-mail:
2. Name of the Event:
3. Event Purpose:
4. Person requesting the event:
5. Date and Time of the event:
6. If this is a reoccurring or ongoing event, please list the dates:
7. Number of Participants:
8. Location(s) of the event:
9. Please describe the COVID-19 safety and health measures that are being put in place for the event (e.g., room size, social distancing, temperature checks, etc.):

*Please email this request to the Dean or Vice President that oversees the department that is organizing the event.*