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 on classroom capacities on the Classroom Support Services webpage by clicking on the [Main Campus General Purpose Classroom Data](Main%20Campus%20General%20Purpose%20Classroom%20Data) or [HSC Classroom Data List](https://www.utoledo.edu/depts/academicsupport/pdf/Classroomdata.HSC.phase2%203%204.pdf)
* 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)

**Classroom Technology**

* All classrooms are equipped with the following technology:
	+ Computer/Monitor
	+ Keyboard/Mouse
	+ Document Camera
* Lecture capture is also available in ALL rooms at varying levels; information and assistance on this technology can be found on the Classroom Support Services webpage: <https://www.utoledo.edu/depts/academicsupport/>
* Lecture Capture installed on computers, as described above, will record computer content, the doc camera, if USB is connected to the computer, room audio and video
	+ If you want to record your course for students who will not be attending on a given day for asynchronous viewing based on the “rolling” schedule contact Classroom Support Services and/or UToledo Online to coordinate and you can have your class pre-scheduled to record
* If interested in scheduling/setting-up lecture capture for your course, please reach out to any of the following offices all of which will be able to assist with coordination of this:
* Classroom Support Services: <https://www.utoledo.edu/depts/academicsupport/>
* UToledo Online: <https://www.utoledo.edu/dl/>
* If you want to provide a ***synchronous*** learning opportunity for students participating in the “rolling” schedule, use BlackBoard Collaborate or another streaming service, Echo360, is not a preferred streaming method, it offers poor streaming quality and provides no opportunity for interaction; it is used primarily for recording purposes.
	+ To learn more and/or register for training visit UToledo Online at: <https://www.utoledo.edu/dl/workshops.html>