CLASSROOM, INSTRUCTIONAL LAB, AND EXPERIENTIAL COURSE STANDARD OPERATING PROCEDURES (SOPs)
SPRING 2022

During the 2020-2021 academic year, the pandemic necessitated changes to normal operating procedures in classrooms and other instructional spaces for public health considerations. As announced on July 7, 2021, the Board of Trustees approved a plan to open the West Lafayette campus while directing the Protect Purdue team to actively monitor COVID-19 developments and take action as necessary to maintain campus continuity. The Protect Purdue Plan outlines public health and personal behavior standards, and is expected to evolve as we transition from pandemic to endemic management. See the November 15th message from Dr. Ramirez for the current Outlook on the Spring Semester.

Following the Protect Purdue Pledge is a university policy approved by the Board of Trustees, and is, therefore, required of everyone in the classroom and other instructional settings at Purdue. The guidelines for what this means in terms of standard operating procedures (SOPs) for classroom, instructional lab, and experiential courses are described below.

Practices to comply with COVID-19 safety measures in all classrooms and instructional spaces.

1. The Required COVID-19 Face Mask Protocols must be followed. Currently, university-approved face coverings must be properly worn, always covering the mouth and nose, in all classroom and instructional spaces. An instructional space is any indoor space being used for instructional activities (class meetings, help sessions, tutoring, etc.).

2. Do not eat or drink in the classroom. Anyone needing to eat or drink must leave the classroom to do so. This rule will remain in effect until face masks are no longer required. For details, see Protect Purdue Eating and Drinking Guidance on the Radiological and Environmental Management (REM) website.

3. Instructors may opt to add face shields during certain activities that require close interaction. See Protect Purdue Guidance for the use of Face Shields on the REM website.

4. Robust hygiene is expected before, during, and after class. To name just a few: frequent hand washing with soap and water, use of sanitizers, and proper disposal of paper towels, disinfectant wipes, and other cleaning supplies are important.

5. Clean and sanitize desktops, shared equipment (e.g., computer keyboards), and other spaces prior to and after each use. Sanitizing supplies are provided in the classroom by the university. Dispose of the wipes and other cleaning materials in the trash receptacle.

6. Do not come to class if you feel ill, have a fever, or display any symptoms associated with COVID-19. Any student or instructor who has symptoms associated with COVID-19 must contact the Protect Purdue Health Center (PPHC; 765-496-info). The PPHC will advise what to do.

7. For instructors: When planning your courses, keep in mind the possibility that COVID-19 infection may happen to students and to you. Consider creating back-up plans that will allow students to continue to progress in the course without their physical presence (e.g., remote access) and without your physical presence (e.g., teaching by other members of the teaching team, remote content delivery, flexible course schedules).

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8. The university is operating under standard academic regulations regarding attendance, and attendance can be factored into final grades. However, please consider alternatives to attendance for students who are in quarantine/isolation such low-stakes assessments for preparation and participation, or class engagement, which can be completed online. Activities such as weekly discussion boards, quizzes, journals or other evidence of engagement with course materials can be completed through Brightspace. For more ideas, see the PDF Fostering Engagement: Creating Connection and other resources on the Innovative Learning website, where you can search for specific topics.

9. Help students understand what to expect by communicating your course guidelines in your syllabus, course in Brightspace, course communications, etc. Discuss these guidelines on the first day of class and offer regular reminders.

Lack of compliance

Students who are not engaging in behaviors established in the standard operating procedures (e.g., properly wearing a mask when required) will be asked to comply and offered any assistance they need in order to comply. If non-compliance continues, possible results include instructors asking students to leave the class, potentially followed by instructors dismissing the whole class. Students who do not comply with the required health and Protect Purdue Pledge behaviors are violating the University Code of Conduct, and will be reported to the Dean of Students Office, with sanctions ranging from educational requirements to dismissal from the university. For additional guidance, please see the Dean of Students guidance on Managing Classroom Behavior and Expectations.

Student rights

Any student who has substantial reason to believe that another person in the room is threatening class safety by not wearing a face covering or following other safety guidelines for public health considerations may leave the class without consequence. The student is encouraged to report the observed behavior to the course instructor or to the Office of Student Rights and Responsibilities, as well as discuss next steps with the instructor.

Additional procedures for academic events

1. All events must follow the Protect Purdue Events Guidelines.

2. All colleges, divisions, schools, departments and other organizational units, including recognized student organizations, planning meetings, gatherings or other events must observe all county and Protect Purdue guidelines that are in effect at the time of the event. The sponsoring unit is fully responsible for ensuring their sponsored event is safely conducted and complies with those guidelines. Approval is at the unit leader level (Dean, Vice Provost, etc.) or their designee, and event approvers should keep records of the event approval process. Routine departmental meetings (e.g., staff meetings) are excluded from the required event approval process.

Additional practices to comply with COVID-19 safety measures in instructional laboratory spaces

Most instructional laboratory spaces at Purdue are shared by multiple faculty members, instructors, and students who participate in a wide variety of activities. Due to the differences in activities and configurations, additional SOPs beyond those described for the classroom setting are needed for public health considerations. These SOPs supplement the health and safety protocols already established for these courses.

1. Clean and sanitize shared surfaces and equipment frequently, before and between users, using Center for Disease Control and Prevention (CDC)-approved cleaning products and procedures for the coronavirus. For example, wipes or sprays containing at least 70% alcohol or ethanol are a good choice for disinfecting benchtops, keyboards, microscopes, and other sensitive equipment. Consider possible alternatives for reducing some shared use/common touch areas in pre-lab setup preparations (e.g., premeasured reagents, etc.).

Additional practices to comply with COVID-19 Safety Measures in experiential courses

For the purposes of this document, experiential learning refers to credit-bearing experiences in which students engage in in-person interactions to observe and/or practice relevant professional skills. These experiences may take place on or off campus. They may involve simulations, role-playing, or direct service provision. Due to the differences in activities in experiential courses, additional SOPs beyond those described for the classroom setting above are needed for public health considerations, and experiential programs may also require that students complete additional training as needed.

For experiential programs, both on and off campus

1. When experiential activities involve individual and/or group travel off campus, attention must be given to the university guidance regarding travel. Courses must adhere to the Protect Purdue Travel Guidelines, particularly the section on **Student Travel**.

For experiential programs involving *off-campus* placements

1. Provide each student with the Notice Regarding Experiential Learning Placement.

2. Provide each student with a contact sheet specific to their placement. Instruct the student to use these contacts if they have any concerns about health and safety practices at their placement site. Contact sheets should include name and contact information for the following:

   a. Protect Purdue Health Care Center at 765-496-4636

   b. Immediate supervisor at placement

   c. On-campus coordinator, supervisor, or similar

   d. Director of the specific program at Purdue (e.g., Director of Clinical Training)

   e. Whistleblower line at Purdue University at 866-818-2620

   f. REM reporting line at Purdue University at 765-494-6371

3. Program directors will require off-campus partners to supply a COVID-19 safety plan for their facility prior to student placement.

4. Instruct students to follow the health and safety guidelines of their placement site when at the placement site (i.e., local protocols always take precedence).

5. If there is an exposure off-campus, the student should immediately contact the Protect Purdue Health Center for next steps. Testing and quarantine requirements will vary based on the vaccination status of the student. For students at far-distant placements, testing and isolation are guided by the placement site, but the student should still keep the Protect Purdue Health Center informed.

6. Avoid off-campus experiences that do not involve formal site partnership agreements, reviewing of site-specific COVID-19 safety plans, etc.

For experiential program activities taking place *on campus*

1. Provide each student with the Notice Regarding Experiential Learning Placement.

2. Hand washing with soap and water, or use of hand sanitizer, is required before and after each interaction.

3. Clean and sanitize shared surfaces and high touch areas frequently using CDC-approved cleaning products and procedures for the coronavirus.

4. Instructors should evaluate their course attendance policies, and consider how they could accommodate students who must stay home if they experience symptoms or are directed to do so by the Protect Purdue Health Care Center.

5. On-campus programs must follow the Protect Purdue Visitor Guidelines. Ensure that clients or other visitors receive guidance about safety protocols prior to arrival. Programs should instruct visitors to self-check for symptoms associated with COVID-19 and postpone the campus visit if experiencing any relevant symptoms. Similarly, visitors should not come to campus if a household member is experiencing symptoms or if the visitor was exposed to someone who is suspected to have, or is diagnosed with, COVID-19.

6. Coordinate cleaning, disinfection, and use of rooms with physical facilities.

7. Clean rooms between clients/visitors. Wash all surfaces with approved disinfectant and allow it to dry prior to next use. For rooms disinfected with ethanol, a closeable waste receptacle is needed for disposal of wipes.

8. Rotate use of rooms to the extent possible.

9. In rooms wherein aerosol-generating procedures may be conducted, work with physical facilities to determine the air exchange period for each room and then set the time needed for complete air exchange as the minimum time needed between re-use of a room.

10. If you have questions or concerns about the need for physical spaces to be additionally cleaned or disinfected, please contact the Protect Purdue Health Care Center at 765-496-4636.

Sponsored student class projects and capstone projects

In preparation for the 2022 spring semester, all instructors who conduct a sponsored class project or capstone project in conjunction with an outside sponsor or provider of data – even if no money is paid – must take into account Protect Purdue guidance when designing class projects.

In addition to those guidelines, instructors must notify the Office of Legal Counsel if any international students on a project team will be participating remotely from an international location. This extra step is required of the instructor in anticipation that some international students may not be in the United States at the commencement of the spring semester due to visa and/or travel restrictions or delays, and is required for compliance with export controls, visa programs and federal executive orders.

View the Office of Legal Counsel's Sponsored Student Class Projects and Capstone Projects web page to complete the required steps before the spring semester begins to ensure compliance with University policies and the most efficient processing of requests. Contact the Office of Legal Counsel at legalcounsel@purdue.edu for more information.

Procedures for exceptions

1. No approval is required for programs that can follow the Standard Operating Procedures outlined above.

2. If you wish to plan anything that falls outside of these guidelines, prepare a request for approval containing: instructor name and contact information, location-specific information, description of the activities and/or deviations from the best practice SOPs listed here, justification for the need for these activities/deviations, and scientific evidence (if such exists) for procedures/PPE proposed. These requests will be reviewed by the instructional SOP review team and approved through the established approvals channel. Email requests to Shelly Dunk at sdunk@purdue.edu.