

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

### FALL 2022

Protect Purdue officials continue to encourage students, faculty, and staff to remain vigilant, get vaccinated or boosted against COVID-19, and stay home when feeling sick. **An overview of Fall 2022: What you need to know** was published July 27. While public health and personal behavior standards are expected to evolve as we transition from pandemic to endemic management, 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 current 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.**

**Masking.** Indoor mask requirements were revised March 14, 2022, making **masks optional** in classrooms and research spaces on the West Lafayette campus. As outlined on the [Protect Purdue website](#), masks continue to be required in healthcare settings and where contractually required. Out of respect for the health, safety, comfort, and privacy of others, if someone asks you to wear a mask – in a classroom setting or otherwise – please do so. **Instructors may request, but not require**, masks to be worn in a classroom. Instructors may not reward or penalize students for their decisions about mask wearing, and courses are expected to continue to be taught in the modality listed in the official schedule of classes at the beginning of the term. Any instructor with specific medical challenges that might require a shift in modality or other classroom accommodation should contact their department head who may seek support and guidance from the Provost's office and their dean's office.

**What to do if you or your students are sick or exposed.** Students and instructors should not come to class if they are sick or experiencing any symptoms of COVID-19 and should follow the instructions and guidance on the [Fall 2022: What you need to know](#) webpage.

**Contingency Planning.** 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).

**Academic regulations and Class Attendance.** 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 [Tips for Enhancing Student Engagement](#) and other resources on the Innovative Learning website, where you can search for specific topics.

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 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 following 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.

### **Academic events**

All events must follow the [Protect Purdue Events Guidelines](#), updated May 1, 2022.

### **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***

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](#) (updated May 1, 2022) particularly the section on **Student Travel**.

#### **For experiential programs involving *off-campus* placements**

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. Purdue University Health Center (PUSH) (765) 494-1700, email [shc@purdue.edu](mailto:shc@purdue.edu), and its website (<https://www.purdue.edu/push/>)
- 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

Program directors will request (if available) off-campus partners to supply a COVID-19 safety plan for their facility prior to student placement.

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).

If the student experiences COVID symptoms, they should immediately contact PUSH for next steps. For students at far-distant placements, testing and isolation are guided by the placement site, but the student should still contact PUSH.

### **For experiential program activities taking place *on campus***

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 PUSH.

On-campus programs must follow current [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. Guidance on high-risk exposure to someone who has COVID-19 varies by context, but is outlined on the [What to do if you feel ill or were exposed to COVID-19](#) webpage.

### **Sponsored student class projects and capstone projects**

In preparation for the 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 Protect Purdue guidance into account 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 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](mailto:legalcounsel@purdue.edu) for more information.

### **Procedures for exceptions**

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

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](mailto:sdunk@purdue.edu).