

COVID-19 CLASSROOM, INSTRUCTIONAL LAB, AND EXPERIENTIAL COURSE STANDARD OPERATING PROCEDURES (SOPs)

FALL 2020, SPRING 2021

The pandemic has necessitated changes to normal operating procedures in classrooms and other instructional spaces for public health considerations. Most spaces have been de-densified, and additional cleaning and disinfection procedures established. The [Protect Purdue Plan](#) outlines public health and personal behavior standards. Following the [Protect Purdue Pledge](#) is a university policy approved by the Board of Trustees, and is, therefore, required of everyone in classroom and other instructional settings at Purdue. The guidelines for what this will mean in terms of standard operating procedures (SOPs) for classrooms, instructional labs, and experiential courses are described below.

Practices to comply with COVID-19 Safety Measures in classroom spaces

Many classroom spaces are configured with students facing the same direction in a stationary configuration, and adjustments to furniture have been made to de-densify these rooms. The following SOPs apply to this type of classroom setting.

1. University-approved face coverings must be properly worn, covering the mouth and nose, at all times in the classroom. Everyone must wear a face mask to enter and remain in the classroom. More guidance on the use of face coverings is available at the webpage [Required COVID-19 Safe Health Protocols](#).
2. Maintain social distancing between the instructor and students, and between students, unless this is not possible in the classroom setting. Closer distancing and certain activities may require additional personal protective equipment (PPE). For example: In settings with closer distancing wherein students are facing each other, or students and instructors will be moving around, everyone must wear face shields in addition to face masks. See [Protect Purdue Guidance for the use of Face Shields](#) on the Radiological and Environmental Management (REM) website.
3. 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.
4. Because it is not possible to eat and drink while properly wearing face coverings, do not eat or drink in the classroom. Anyone needing to eat or drink must leave the classroom to do so.
5. Do not move desks, tables, or other fixtures that have been configured to comply with social distancing requirements. Most classrooms have been de-densified and furniture arranged such that students are all facing the same direction. Other configurations, including students facing each other, may require additional PPE, such as face shields, as noted in item #2. See [Protect Purdue Guidance for the use of Face Shields](#).

6. The physical distribution and sharing of handouts and other materials that cannot easily be disinfected in classes is discouraged. Only documents that cannot be circulated or transferred into electronic form should be considered for sharing in hard copy. In such cases, minimize contact with shared paper or other materials (e.g., do not have students pass materials to one another), have everyone wash their hands or use hand sanitizer after handling shared paper or other materials, and quarantine paper documents collected in the classroom for 24 hours before handling them. (Guidelines for quarantining materials vary. Based on findings from the [REALM project](#), Purdue Libraries quarantines returned print materials for a 72-hour period.)
7. Maintain appropriate social distancing when entering and leaving the classroom. Doors will be propped open, if possible, to reduce the need to touch the door handles.
8. Follow all directional signage.
9. 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 is important.
10. 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 (outlined on the [Protect Purdue Pledge card](#)) must contact the Protect Purdue Health Center (765-496-info). The Health Center will advise what to do.
 - a. For instructors: When planning your courses, keep in mind the possibility that this may happen to students and to you. Create 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).
 - b. To ensure students are able to follow the guidelines, in-person meetings of a course cannot be a factor in final grades. As alternatives to attendance, consider 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.
 - c. If there is a compelling reason why in-person course activities must be a factor in final grades (such as accreditation/licensure requirements), prepare a request for approval containing: instructor name and contact information, and a description and justification for the exception. These requests will be reviewed by the instructional SOP review team and approved through the established approvals channel. Email requests to Candiss Vibbert (vibbert@purdue.edu).
11. Help students understand what to expect by communicating these guidelines, and others described in the [Spring 2021 course syllabus letter and template](#), in your syllabi, course in Brightspace, course communications, etc. Describe any additional COVID-19 safety measures that will be implemented to reduce exposure or contact time. Have a plan for students to gain remote access to in-person course content and activities. Discuss these guidelines on the first day of class.
12. For courses in an instructional laboratory space and experiential learning courses, refer to the relevant section below for specialized guidance.

Procedures for course-related exceptions

1. No approval is required for classes that can follow the standard operating procedures laid out 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 Candiss Vibbert (vibbert@purdue.edu).

Procedures for academic events

1. All events must follow the [Spring 2021 Events guidelines](#).
2. If you wish to plan an event that requires an exception, prepare a request for approval containing: responsible party name and contact information, location-specific information, a safety plan describing adherence to all guidelines listed here or justification for any variations, and reasons why the event could not be handled remotely or through a series of smaller events. Events should avoid including outside visitors, if possible; if this is not possible, the request must also specify safety precautions relevant to the visitor(s). These requests will be reviewed by the instructional SOP review team and approved through the established approvals channel. Email requests to eventapproval@purdue.edu.
3. Any such request needs to be endorsed by the relevant dean or appropriate area leader.

Lack of compliance

Students who are not engaging in behaviors established in the standard operating procedures (e.g., properly wearing a mask) will be asked to comply and offered any assistance they need in order to comply. If non-compliance continues, possible results include instructors asking the student 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 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. Enhanced PPE may be required in instructional laboratories.
 - a. At a minimum, appropriate face coverings must be properly worn, covering the mouth and nose, at all times in the laboratory. Everyone must wear a face mask to enter and remain in the room. More guidance on the use of face coverings is available at [Required COVID-19 Safe Health Protocols](#).
 - b. Face shields will be required, in addition to face coverings, when any of the following is true:
 - i. People are arranged in a face-to-face configuration in the instructional lab.
 - ii. People are working in close proximity with one another on an experiment or project, or in a clinical setting.
 - iii. People move around the instructional lab during the course of instruction.
 - iv. People utilize shared supplies or equipment during the course of instruction.
 - c. See [Protect Purdue Guidance for the use of Face Shields](#) for additional details on when face shields should be used.
2. 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.).
3. Maximize separation between people when moving through the instructional laboratory spaces.
4. A member of the instructional team should monitor the instructional lab space while students are working in the space.

Procedures for exceptions

1. No approval is required for programs that can follow these best practices for instructional labs.
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 Candiss Vibbert (vibbert@purdue.edu).

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. Space size, duration of activity, and frequency of exposure all matter when it comes to risk of transmission, and instructors are asked to consider how to minimize these risk factors and implement appropriate enhanced PPE when designing experiential learning activities.
2. For [Fall 2020 the academic calendar](#) states that classes are in session on Labor Day, there will be no fall break, and face-to-face instruction ends on Nov. 24. As part of Protect Purdue, the [Board of Trustees](#) announced that the balance of the semester will be completed by remote means and methods. If there is a compelling reason why in-person experiences need to continue following the Thanksgiving break, and no substitution by remote activity is acceptable, please submit a request for exception, following the “Procedures for Exceptions” guidelines below.
3. For [Spring 2021 the academic calendar](#) includes in-person instruction through final exam week. See the [Protect Purdue guidance for in-person exams](#).

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, etc.)
 - 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. The student will be removed from the off-campus facility, testing will be coordinated by the Protect Purdue Health Center or their off-campus placement, and the student will quarantine/self-quarantine or isolate/self-isolate as needed and instructed by the Protect Purdue Health Center. For students at far-distant placements, testing and isolation will be guided by the placement site, and the student should report their status to the on-campus program director who will convey the information through Purdue University channels accordingly and attend to impacts on the student's progress.
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. Enhanced PPE will be required in experiential course activities.
 - a. At a minimum, appropriate face coverings must be properly worn, covering the mouth and nose, at all times in indoor spaces. Everyone must wear a face mask to enter and remain in the room. More guidance on the use of face coverings is at [Required COVID-19 Safe Health Protocols](#).
 - b. Face shields will be required, in addition to face coverings, when any of the following is true:
 - i. People are arranged in a face-to-face configuration.
 - ii. People are working in close proximity with one another and social distancing is not possible.
 - iii. People move around during the course of instruction and/or environments are unpredictable.
 - iv. People are participating in procedures that might be aerosol-generating.
 - c. See [Protect Purdue Guidance for the use of Face Shields](#) for additional details on when face shields should be used.
5. Instructors will revise attendance policies to accommodate the necessity of students staying home if they experience symptoms or are directed to do so by the Protect Purdue Health Care Center.
6. On-campus programs must ensure that clients or other visitors receive guidance about safety protocols prior to arrival. See Protect Purdue guidance on [Campus Visitors](#). Visitors must properly wear face coverings as directed in the [Required COVID-19 Safe Health Protocols](#). Programs should instruct visitors to self-check for symptoms associated with COVID-19 (outlined on the [Protect Purdue Pledge card](#)) and to 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.

7. Prevent shared use of manipulatives without disinfecting between uses. Use a new manipulative for each activity. Place used manipulatives in a collection container for disinfecting. Do not re-use any soft, fuzzy, or other items that cannot be disinfected.
8. Coordinate cleaning, disinfection, and use of rooms with physical facilities and the Protect Purdue Health Care Center.
 - a. 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.
 - b. Rotate use of rooms to the extent possible.
 - c. 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.
 - d. 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.

Procedures for Exceptions

1. No approval is required for programs that can follow these best practices for experiential learning
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 Candiss Vibbert (vibbert@purdue.edu).

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