

Dear Faculty,

Here are some updates and important information as we prepare for fall instruction.

Mandatory Classroom Seating Charts

The BSB Health Department has stated that we need to have classroom seating charts. Seating charts are critical to perform contact tracing. Therefore, please **create a seating chart for each of your classes**. When you have completed the seating chart, please send a copy to Marissa Morgan (mmorgan@mtech.edu).

The BSB Health Department has indicated that in the event a student tests positive for COVID-19 in a class that does not have a seating chart and/or they cannot access a seating chart within 24 hours, all individuals present in the classroom will be required to quarantine. We certainly do not want to go down this path.

The current directive from BSB does not *require* that people wearing appropriate face coverings need to be six or more feet apart. However, as you create your seating arrangements, please spread students out as much as space permits.

Additional Items

- Recognizing that lab spaces and classes present unique challenges in limiting the transmission of COVID-19, lab instructors please consult with your Department Head and Marissa Morgan to develop your instructional plan.
- We have received a shipment of personal amplification devices (PED) for faculty. These devices are not associated with the classroom streaming technology; the classroom streaming equipment is equipped with a microphone. These devices are for those faculty who plan on lecturing with a face covering and are concerned that their voice will not project enough to be heard. You may pick up your PED in room MG 110 (IT help desk).
- You can pick up a set of disposable face masks from your departmental administrative assistant. These face masks are for you to distribute to students who show up the first week of class without a mask. They will be available on August 13.
- Face shields continue to be available at the main desk in the SUB.
- When students miss class or expect to miss due to a medical issue this fall, they will be asked to contact OrediggerRx (orediggerRx@mtech.edu). Once a student has contacted OrediggerRX, staff will inform the student's instructor(s) of the attendance status of the student. Students who will be missing class are strongly encouraged to contact their instructors, but in the event that they do not, OrediggerRX ensures that faculty are kept informed of the status of students.
- The Dean of Students (Carrie) has prepared a simple guide for faculty that provides a summary of information related to: student conduct reporting, the student appeal process, advising, etc. This guide is attached to this message.
- Here is a summary of websites that may prove helpful as you are trying to get a handle on COVID-19 things.
 - [OrediggerRX](#)- One stop shop for most things COVID-19
 - [Instruction](#) (Provost Link)
 - [Dean of Students](#)

Thank you for all your preparations and work as we get ready to start a semester unlike any other. Earlier this week, I had the opportunity to spend time with some Tech students who will be RA's this fall. Like all of us, they are anxious about the uncertainty in their lives and all things COVID-19. However, they are so looking forward to being back in the classroom learning and interacting with you. These conversations highlighted the critical role that each of you plays in the lives of our students.

This message and attachments will be posted to the Provost's website:

<https://www.mtech.edu/academics/provost/index.html>