

Dear Faculty,

As promised more information regarding fall instruction. This email and all related documents will be posted on the Provost Web page (<https://www.mtech.edu/academics/provost/index.html>).

The MUS has now updated its policy on face coverings on campus. Face coverings will be required in all indoor spaces, with few exceptions. (Please refer to the attached document: "Updated MUS Health Fall 2020 Planning Guidelines: Face Covering Requirements.pdf" to learn more about the exceptions, approved face coverings, etc.) With this most recent directive from the MUS, we now can address some classroom/instructional issues.

- **Best Classroom Practices**

One of the most critical elements of a successful fall semester and protecting our community is our ability to identify those individuals who are infected with COVID-19 and those who are likely to become infected. When an individual is confirmed to be infected with COVID-19, the first step of the health department is to engage contact tracing.

- In order to facilitate contact tracing for students and staff on our campus, the BSB Health department has specifically requested that we have seating charts for all classes. Therefore, we need all instructors to create a seating chart for their students (assigned seats).
- In laboratory settings, it is beneficial to have lab partners/groups remain constant for the entire semester.

- **What happens when a student shows up in class without an appropriate face covering?**

- Every instructor will be provided masks to take to class to provide to students who show up without an appropriate face covering. (Note that every student will be issued masks upon arrival on campus.)
- Faculty have the right to dismiss students from class who refuse to don an appropriate face covering when requested by the instructor; however, the student must be given a chance to comply with the face covering policy. The MUS has indicated that we must develop a protocol for classroom face covering requirements, accountability and consequences. Click here for the [Montana Technological University's Faculty Guide for Face Coverings in the Classroom](#) process.

- **Informing students of the face covering policy**

- By the start of the semester there will be reminders posted throughout campus, handouts, as well as notifications on the website stating the face covering requirements.
- It would be beneficial and appropriate for faculty to include a statement of face covering requirements in their syllabus. Please see attached file "[SyllabusMaskPolicyExample.docx](#)" for a sample syllabus statement for face coverings.

- **Equipment for Faculty**

- All employees and students at Montana Tech will be issued face masks.
- We are in the process of acquiring shields for faculty who would like to lecture with a face shield. Note that lecturing with a shield will require maintaining social distance (>6 feet) from students. As soon as the face shields are available, we will let you know how to obtain them.

- Personal amplification systems will be available for faculty. All faculty members who request a personal amplification system will receive their own units (no sharing). As soon as these are available, we will let you know how to obtain them.
- **Cleaning and Sanitizing**
  - Each classroom will be equipped with cleaning supplies. Custodial staff will be on a regular cleaning and sanitizing schedule for campus facilities. Cleaning supplies will be available for use in classrooms. Students and faculty are encouraged to wipe down surfaces in classroom spaces.
  - In instructional laboratory settings, lab directors need to develop cleaning protocols for high-touch equipment and surfaces. In certain circumstances, it might be desirable to issue disposable gloves to students. Please consult with Marissa Morgan for guidance on developing appropriate protocols.
  - In research laboratory settings, please follow the research protocols.
- **Absence/Attendance Policies**
  - We are asking that students who are not feeling well to not attend class. In some instances, these students will not have third-party verification of illness. As you think about your attendance policies for fall, please make sure that we do not create situations where students who are feeling ill feel like they must attend class.
  - In consultation with the BSB Health Department, protocols are being developed for students and staff to track individuals who have the virus, have been identified as a close contact, or are feeling sick.

If the recent past is any indication of the future, we should anticipate the need to make further adjustments to practice and policy in response to COVID-19. I greatly appreciate your patience and flexibility as we continue to prepare for the fall semester. As we continue to adapt to ever-changing conditions, we will strive to be responsive to concerns, questions, and input from the campus community. Thank you.