Faculty FAQ | Fall 2020

Trinity College
HARTFORD CONNECTICUT

OFFICE OF THE DEAN OF THE FACULTY

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Preparing to Return

Am I required to sign the Community Commitment Contract?
All faculty and staff who will be coming to campus, even occasionally this fall, whether teaching in person or remotely, are expected to sign the Community Commitment Contract. The Contract is an acknowledgement that risks exist, and that all of us are expected to do our part to mitigate them. It is not intended to be a legal waiver of college responsibility.

What additional PPE will be supplied by the College?
All faculty, who are not working remotely, will receive 2 face masks, 1 sanitizer liquid spray bottle, 2 microfiber cloths and a flyer outlining cleaning expectations. Faculty who would like a face shield for teaching, which may be worn on top of a face mask, may contact Kathy Mallinson who is managing distribution.

Will the College provide additional masks for faculty and students?
The College will have a supply of masks on campus for use by faculty, staff, and students if needed; however, the College expects that students and employees will also have their own masks. Masks will be available in classrooms, in case of emergency, if any student arrives in the classroom without a mask.

What are the most important things I can do to contribute to health and safety on campus and make this semester successful?

You should wear your mask and follow all cleaning protocols. If you see anyone who isn't wearing a mask, you should remind them to do so. Engaging closely with students during this challenging time will also be essential. Students want to connect with you and their peers; their interactions with faculty this year will be more important than ever.

Testing and Contact Tracing

How often will I be tested for COVID-19?

Employees working regularly on campus will be tested each week, and regular weekly testing will continue for the first weeks of the semester. If the prevalence of infections on campus remains low, we may adjust the testing cadence to once every other week for employees.

Please note this testing is for asymptomatic employees. If employees are experiencing symptoms that may be related to COVID-19, they should contact their health care provider to seek a COVID-19 diagnostic test as soon as possible and not come to campus. If employees develop symptoms at work, they must immediately leave campus without coming into contact with

supervisors or coworkers, then notify their supervisors once they arrive at a safe off-campus location.

If I am teaching or working remotely, do I need to get tested to come to campus?

Employees who are working remotely, and wish to access campus facilities or otherwise attend meetings on campus, do not need to participate in regular on-campus weekly testing; but they must obtain a negative COVID-19 PCR test result 5-7 days before coming to campus. Employees who are working remotely may come to campus to be tested, then leave campus and return after receiving a negative test result, or they may obtain a test closer to their home and come to campus after receiving a negative test result. Trinity will cover the cost of testing performed on campus by The Broad Institute. If employees receive a test elsewhere, they will incur a cost.

What happens if a student skips their scheduled test?

COVID-19 testing protocols and procedures are extremely important. There is a process in place to track students to ensure they remain current for every scheduled test. If a student misses a test date, they will be contacted promptly. If the student remains noncompliant, the guiding principles below will be followed by the appropriate staff.

The Office of Student and Community Life will review the record of all behaviors deemed to be unsafe based on these guiding principles:

- Minor Violation: Student behavior that is reasonably interpreted as a mistake will result in a written warning (admonition).

- Multiple Minor Violations: Students who incur multiple minor violations will be placed on temporary censure and receive notice about possible removal from campus, and their parents/guardians will be notified.

- Extreme Violations with Total Disregard for the Safety of Others: Students who commit extreme violations with total disregard for the safety of others (the number of people potentially impacted will be a factor in this assessment) will be subject to immediate removal from campus and may face disciplinary action resulting in suspension or expulsion from the College.

What happens if a student tests positive for COVID-19? Will I be told?

Trinity has a contact tracing program in place, coordinated by Martha O'Brien. You will not be provided with details due to FERPA requirements. However, the student and anyone at risk of exposure will be contacted. You will receive a generic email notifying you of an excused absence for health reasons, which may or may not be related to COVID-19.

What process will we follow if a faculty member tests positive for COVID-19?

If a professor tests positive through the Broad program, the Director of the Health Center or designee will contact them during normal hours of operation 8am to 8pm to share the result and instruct them to initiate a 10 day isolation period at home as well as to complete contact tracing for on-campus community exposures. If teaching a remote course and the professor is asymptomatic or is experiencing only minor symptoms, the class may continue remotely. For professors offering an in-person/hybrid course, if the professor is asymptomatic or is experiencing only minor symptoms, the class should be converted to a hybrid course. Professors who test positive for COVID-19 may return to campus once 10 days have passed since the date of a first positive test, all symptoms have subsided, and they have been cleared by the health center employee liaison nurse. Otherwise, if the professor is experiencing significant symptoms and is unable to complete their teaching responsibilities, the professor should communicate with their department chair who will work with the Dean of Faculty's Office to find an appropriate substitute to complete the course. It could be useful, although it is not required, for each department to have an internal plan for handling this contingency.

In-Person and Hybrid Courses

Can I enroll additional students (above the assigned enrollment cap) into my 'in-person' course?
If your in-person class is full, no additional students may be added to the course. The assigned classroom has been audited for a specific number of students and designed to fit your course. Thus, for health and safety reasons the course cap may not be exceeded.

What do I do if I need help with technology in the classroom?
As in previous semesters, for help with classroom technology the faculty member should call Classroom Support, x4000.

How are classrooms being equipped to teach in a hybrid format?
There are 3 different hybrid configurations, depending on the classroom.

- One webcam, pointed at the instructor and (partial) whiteboard.
- Two webcams, one pointed at the instructor and the other at students.
- Vendor-installed, PTZ (pan-tilt-zoom)-cameras and additional microphones.

When would I be expected to convert an in-person course into a hybrid course, and how would I go about doing so?

While faculty may not add additional students to the in-person section of a course, individual faculty are able to add a remote section to the in-person course in order to accommodate students. To do so, the faculty member should write the Registrar, as well as the department/program's chair and associate dean, with the request to add the remote section along with the enrollment cap information for the new section.

Otherwise, in the case that a student is required to quarantine or isolate for any portion of the semester, the faculty member may choose to convert their course to the hybrid model so that the student may continue remotely.

Individual faculty may change the model of their course from in-person to remote, or in-person to hybrid, at any point in the semester.

Classroom Environment

What cleaning supplies will be provided in the classroom so that both students and faculty can clean their desk/work area?

Hand sanitizers will be at entrances to all buildings, classrooms, and dining halls. Disposable wipes or cleaning solution will be in all

bathrooms, classrooms, and other shared facilities (e.g., copy machines, coffee stations) for wiping down surfaces.

How often will classrooms be cleaned?
Classrooms are scheduled to be cleaned 3 times per day.

What will be done to ensure that the ventilation in my classroom is meeting CDC standards?
HVAC evaluations have been completed for all classroom spaces, using principles and guidelines from ASHRAE and the CDC. The assessment focused on filtration and ventilation with points awarded for the type of filters, assigning portable air filters to spaces, operable windows, occupancy reductions, building exhaust, and fresh air intake. All assigned classroom spaces have achieved a sufficient rating for course use according to this review; however, as a further precaution, portable air scrubbers will be installed in every classroom space.

Can I reconfigure the seating in my classroom to better support the pedagogy of my course?
No. The room has been configured to ensure the required distancing to maintain the health and safety of the professor and students. In addition, no additional furniture may be added to the room.

Can I let students come and go during class?
Students should stay in class unless they need to go to the restroom or aren't feeling well.

Should students keep their same seats all semester?

We recommend that you ask students to use the same seats for each class meeting, since this will assist with contact tracing as needed.

What if a student refuses to comply with the classroom safety protocols?

Students have agreed to and signed a community contract that states they must adhere to the health and safety protocols set by the College. The entire campus community is responsible for reinforcing the Campus Community Contract. Faculty should reinforce this message in the classroom. If a student refuses to comply with these protocols, you may ask them to leave the class. As a last resort, if they will not leave the class, campus safety may be contacted and the student will face discipline.

Will students have 24-hour access to classrooms and other spaces on campus?

There will be no access to academic buildings (Library excluded) after 10PM until September 20. After this date, the College will re-assess the classroom access protocols. These controlled conditions will allow ABM time to sanitize the spaces and for the College to get a better sense of the campus climate. Students will be able to reserve a few of the smaller classrooms for engagement in remote classes or as additional study spaces. They will be reserved in a similar process to a Library study room.

Students Needing to Quarantine or Isolate

How will I be notified if a student in my course is required to quarantine or tests positive for COVID-19?

The health center will provide notice to the faculty member per usual procedures associated with student illness.

What is my responsibility if a student in my 'in-person' course needs to quarantine or tests positive for COVID-19?

If the course is remote or hybrid, and the student is asymptomatic, we expect that the student will continue to engage with the course remotely. Otherwise, for minor or short-term absences from in-person courses, we recommend that the faculty member use typical mechanisms (adjustment of assignment deadlines, providing alternative assignments for discussion- or participation-related work, etc.). Faculty teaching an in-person course, at their discretion, may also consider shifting to a hybrid format to accommodate the student. Faculty are under no obligation to provide an alternative, remote experience, but they are required to accommodate the student in some way during a period of quarantine. No student should be penalized for being in quarantine.

For more extended absences or missed work that cannot be accommodated by the above measures, you are able to designate an Incomplete for your students at your own discretion for the Fall 2020 semester.

Should the student miss so much class that an Incomplete is not a reasonable option, the student and professor may together petition the Academic Affairs Committee for a <u>late withdrawal</u> after the mid-semester date. (Before the mid-semester date, the student may withdraw from the course without a petition.)

Remote Teaching

When teaching remotely, do I have to teach synchronously?
Per the motion brought forward by the Curriculum Committee and approved by the faculty, whether teaching in-person or remotely, the instructor is expected to engage synchronously with students during the scheduled class periods. This live group interaction is essential to our mission as a selective liberal arts College, and it is considered direct instructional time for the purposes of complying with federally mandated credit hour standards. We will also communicate this expectation to students and their parents.

As is the case during a typical semester, and as per credit-hour guidelines, office hours do not constitute direct instructional time; nor is the time when a student might be watching a video outside of the scheduled class meeting part of direct instructional time.

The intent of the Faculty motion is clear: our colleagues, and our students, expect faculty to be with the students synchronously

during the scheduled class times. While acknowledging that some faculty will have to accommodate for time-zone differences of remote students, we should be programming our classes with the expectation that all students (who are able) will be present during the scheduled time slot.

Can I schedule required class meetings and activities outside of the assigned class period?

Faculty should <u>not</u> be scheduling synchronous class activities in other time slots during which students may be enrolled in other courses. This will create unfair conflicts for the students as they work to complete all of their academic commitments.

Where can I find resources for remote teaching?

For practical guidance on remote teaching, consult Research, Instruction, Technology's page on instructional continuity. You can also find a structured, course-like approach to remote teaching in the July Design Studios, co-sponsored by Research, Instruction, Technology & the Center for Teaching & Learning. (To be added to this Moodle course, contact Jason Jones.) RIT & the CTL maintain a bibliography of helpful resources for remote teaching, and jointly recommend the following books, available through the library: Flower Darby's *Small Teaching Online*; Linda B. Nilson & Ludwika A. Goodson's *Online Teaching at its Best*; and Thomas J. Tobin & Kirsten T. Behling's *Reach Everyone, Teach Everyone*.

Switching to an All-Remote Semester

Am I guaranteed to have my course that is 'in-person' remain that way for the full duration of the 10-week period?
The College will be closely monitoring developments on and off campus throughout the semester. Depending on the trajectory of the virus on our campus and community, it is possible (at any time) for the College to require a switch to all-remote learning. Thus, in-person faculty should be prepared for such a change so that it may be made as seamlessly as possible.

How will the community be alerted to any change in the prevalence of the virus on our campus?
Trinity College has developed a framework of alert levels to provide the community with up-to-date guidance about activity and movement on campus, based on a number of factors related to the virus. The framework lays out four different operating status levels, from green to red. The College's current operating status will be visible on our website, and we will notify you via email when there's a significant change in the alert level.

The alert level is determined by the prevalence of the virus on campus (e.g., positive tests, rate of positivity, individuals in quarantine or isolation), in combination with other factors in the surrounding area.

Your Campus Office

Do I need to wear a mask in my office?
As long as the door is closed, and there is no other access to the office, masks are not required in these spaces.

Are there protocols for holding office hours with students?
The College is asking that all office hours be held either online or outside with masks and appropriate social distancing.

Can students come to the department/program office?
Departments should encourage students, whenever possible, to communicate through remote means (phone, email, Zoom). A departmental communication to majors, as well as students enrolled in departmental courses, prior to the start of the semester may be helpful in publicizing protocols for interactions so that no individual is made to feel uncomfortable or unsafe.

Departments may also post these protocols at key locations in proximity to the departmental offices and individual faculty members may share these protocols though a syllabus or another means at a class meeting early in the semester.

How often will our offices be cleaned?
Offices are scheduled to be cleaned once per week with electrostatic disinfection.

How can I have my phone transferred so I can receive calls at home?

Your office phone can be easily configured to ensure you receive calls off-campus. Please speak to your administrative assistant.

Travel Policies

What are the protocols around curricular field trips in the fall semester?

Faculty who wish to travel off-campus for a required curricular activity must submit a written request through the chair/director via e-mail to the associate dean for the department/program. These requests must be only for travel that is considered essential for fulfilling the academic goals of a course or program. Those requesting travel should be able to indicate that they have fully considered and can adhere to local health and safety practices. Health and safety plans should address risk to travelers while en route and at the proposed destination, risk to others in the destination community, and risk to the Trinity community upon return. Requests should be submitted <u>no less than two weeks </u>prior to the first date of proposed travel and must include:

    a) The names of all participants
    b) The proposed destination and estimated travel time
    c) The nature and purpose of the activity

Advising Students

Should I be doing anything differently in terms of advising?

All members of the campus community are facing a great deal of uncertainty in the fall semester. To support students as fully as possible, the faculty recently approved new academic policies for the fall 2020 semester. These changes include:

a) A reduction in the credits required for graduation to 34.5 for all currently enrolled students. This will allow all students to take only 8 credits (with a minimum of 4 in the fall semester and J-term combined) and remain on track to graduate. Therefore, faculty may advise students to take a slightly lighter load of courses in AY2020-21 and address potential academic challenges proactively, rather than reactively responding when they are already struggling.

b) For the 2020-2021 academic year, faculty may enter a grade of "I" for Incomplete at their own discretion. The "I" may remain the official grade for up to the last day of the following semester. As the College community faces a variety of potential extenuating circumstances, students (and faculty) should know of this option in case these circumstances arise, especially in the final weeks of the semester.

c) The date to convert a class to P/LP/F has been extended from 6 days after classes begin to the midpoint of the semester, October 23. Moving this date will allow students more time to assess their performance in a course before decided on a grading basis.

For further advising resources, including advising recommendations for specific Majors, faculty should consult the Resources for Faculty at the website for the Center for Academic Advising.

Where can I find a summary of changes in academic policy for this semester?
A summary of changes in academic policy may be found at the link for New Academic Policies at the Returning to Trinity website.

Visitors on Campus

What is the visitor policy for the fall semester?
No individual may enter Trinity campus facilities (including residence halls) unless they are (a) approved current students, faculty, staff, or full-time contracted partners; (b) family members dropping off or picking up students; (c) essential visitors as defined below; or (d) approved in writing by the appropriate division that has oversight over the nature of the visit.

Trinity Community Member

> A Trinity Community Member is defined as a person with a daily or weekly reason for coming to campus, including current students, faculty, staff, and full-time contracted partners. Retired faculty members are encouraged, for their own safety, to engage with colleagues remotely during this time.

Essential Visitor

> An Essential Visitor is defined as an individual that while not a member of the College community, is still vital to the College operations (delivery personnel, contractors, auditors, etc.)

Guests

> All other visitors are defined as Guests, including family of faculty members. Protocols for Guests admittance will be established by the COVID-19 Taskforce, which may decide at any time based on safety considerations that no Guests will be permitted on campus due COVID -19.

Mandatory Guidelines for All Visitors

All essential visitors and guests must follow Trinity's Health and Safety Guidelines including, but not limited to:

a) Making an appointment with the person or department they are coming to visit
b) Filling out the College's COVID-19 Daily Checklist
c) Wearing masks

d) Practicing social distancing including adhering to any taped distancing markers and plexiglass barriers
e) In the case of visitors who are minors, the guidelines above must be completed by the adult responsible for the minor.

Can faculty bring their children to campus?
In such an uncertain time and out of consideration for our entire campus community, we cannot support children of faculty and staff (who do not attend TC4) on campus at this time. Children fall into the "visitor" category, and our testing program covers only those over age 18.

We have put many mitigation measures into place to minimize the COVID infection rate in our community, including testing, strictly limiting visitors and strong reinforcement of protocols among all students, faculty and staff on campus. Given these factors, faculty and staff will need to identify other options for child care off campus, such as an alternative schedule/remote work, in home care, etc.

Meeting Spaces

What are the protocols for holding meetings, study groups and tutoring/TA sessions?

The College recommends that all meetings, study groups and tutoring/TA sessions, as much as possible, be held online or outside with masks and appropriate social distancing. After September 20, it may be possible to schedule small in-person meetings.

Per the College policy, meetings inside may have no more than 10 participants and meetings held outside may have a maximum of 25 participants.

What are all the tents on campus, and can I use them for activities or office hours?

There are currently 4 confirmed tents on campus that can be utilized for class gatherings. They will be placed in the following locations:

a) The LSC Quad
b) The Main Quad (south of Chapel)
c) Smith House (south of building)
d) Vernon Social (east of building)

The reservation process will be determined soon and shared with faculty.

Access to Library, Dining, and Bookstore

Will there be any changes to library access and procedures?

a) The library is emphasizing digital access this fall, and will not have physical reserves this semester. Instead, the library will purchase ebooks for reserves when available, and will digitize chapters of print material. Staff cannot digitize an entire book at one time, but they can work with you throughout the semester. To request an ebook purchase or book digitization, submit a Course Reserves ticket using request type Library > Course Reserves and Streaming Video. Please limit any one request for digitization to 1 or 2 chapters.

b) Library Book Pick Up is available at the library for all physical book requests: request items as usual via OneSearch, and they will be placed on a cart at the Information Services desk, labeled with your initials and ID#.

c) Interlibrary loan services at Trinity are up and running. However, there may be difficulty obtaining materials from other institutions as they may be closed or have limited staff. Feel free to put in borrowing requests and the library staff will do their best to accommodate these requests. Login to ILL here.
Note that CTW borrowing is not yet available. Connecticut College and Wesleyan University aim to resume CTW loaning/borrowing in late August.

d) There have been changes to the physical layout of furniture in the library in preparation for opening in the fall. At that time, the stacks will again be open for you and students.

e) Along with changing the physical layout in the library to promote social distancing, some staff have been brought back into the building but on staggered shifts. At any one time in the library there will be fewer than 50% of staff present to work through reserve and interlibrary loan requests. Since staff are at about 50% capacity for processing requests, and they are coping with limitations at other libraries, shipping delays, etc., we ask for your patience and understanding that orders will take longer to fill. Getting your requests in early is more important than ever.

Will I have access to campus dining halls?
Yes, faculty and staff will be able to access meals from both the Mather Dining Hall and the Bistro. The Cave will be closed for the fall semester.

Should I send my students to the bookstore?
Students should use the Bookstore website. It's a lot quicker, easier, and safer to come in to pick up a bag of books that has already been paid for, than it is to browse. This will also allow students to avoid the registers.

Budgetary Questions

How do I submit receipts for reimbursement this fall?

If you have an expense that requires approval from the Dean's Office, please forward scanned copies to Pat Moody. If the expense does not require Dean's Office approval, the items should be sent to accountspayable@trincoll.edu. When in doubt, please contact Pat Moody to ask.

To accommodate remote work, the College will accept copies of invoices and receipts. However, all original receipts should be retained and submitted when everyone returns to campus.

What should I do if I have additional expenses relating to remote teaching and work?

We understand that you may need additional material or equipment to teach and work remotely. In the case of technology-related needs, you should consult with Jason Jones for recommended specifications and to determine whether this is something the College can provide. Given budgetary constraints this year, department funds can be used to cover reasonable expenses, subject to approval by the department chair/program director. A small Covid-19 Relief Fund for Faculty will also be available from the Dean of Faculty's Office. Faculty should make a request for these funds through their chairs to the associate dean for their division.

Physical Environment in the Department/Program

Are we required to wear masks in the department?

People on campus must wear a face covering (cloth covering that covers their nose and mouth) at all times, indoors or outdoors, unless they are alone in a private enclosed office.

How should I interact with my administrative assistant and colleagues?

We encourage faculty and staff, as much as possible, to interact with your administrative assistant, and other colleagues, through remote means (phone, email, Zoom). A conversation prior to the start of the semester may be helpful in determining protocols for interactions so that no individual is made uncomfortable or feels unsafe in any interaction. We recommend that faculty not hold in-person meetings inside offices; however, meetings may be held outside (or in other reserved rooms) with appropriate social distancing. Please be sensitive to the safety and needs of the staff.

How could we order PPE for the department, including my administrative assistant?

Department and programs that need to order additional PPE should contact Sue Aber, who is managing this process for the College.

Can kitchen-type items be used in common areas?

These items can be used, as long as they are wiped down between uses. Drinking fountains cannot be used and will be capped. Most common areas are marked with appropriate signage.

Non-Traditional Classroom Spaces

What are the non-traditional classroom spaces being utilized on campus in the fall semester?

Faculty should use the following chart to identify and locate non-traditional classroom spaces:

BLDG CODE	Building	FACILITY_ID	ROOM	DESCR	DESCRSHORT
123VS	123 Vernon Street- Smith House	123VS106	106	Smith House Reese Room	123VS106
AAC	Austin Arts Center	AACGOODWIN	GOODTH	Austin Arts Goodwin Theater	AACGOODWIN
AAC	Austin Arts Center	AACWIDENER	WIDE	Austin Arts Widener Hall	AACWIDENER
ADMIS	Admissions Building	ADMIS301	301	Admissions Bldg Grand Room 301	ADMIS301
CSC	Community Sports Complex	CSC204	204	Koeppel Sports Center Room A	CSC204
CSC	Community Sports Complex	CSC206	206	Koeppel RC Knox Community Room	CSC206

CSC	Community Sports Complex	CSC207	207	Koeppel Sports Center Room 207	CSC207
CT	Clement Chemistry Building	CT209	209	Riggs Clement Lib Comp Lab	CT209
CT	Clement Chemistry Building	CT317B	317B	Clement Lab Seminar Rm	CT317B
HAM	Hamlin Hall	HAM100ACA	100ACA	Hamlin Hall Academic Club	HAM100ACA
HAM	Hamlin Hall	HAM100DNG	100DNG	Hamlin Hall Dining Hall	HAM100DNG
HIL	Hillel House	HIL207	207	Zachs Hillel House	HIL207
LIB	Library	LIB105	105	Center for Educ Technology	LIB105
LIB	Library	LIB206	206	Joslin Family 1823 Room	LIB206
MH	Mather Hall	MH201	201	Mather Hall Alumni Lounge	MH201
MH	Mather Hall	MH203	203	Mather Hall Washington Room	MH203
MH	Mather Hall	MH212	212	Mather Hall Rittenberg Lounge	MH212
MH	Mather Hall	MH214A	214A	Mather Hall Wean Terrace B	MH214A
MH	Mather Hall	MH214B	214B	Mather Hall Wean Terrace C	MH214B
TC	Trinity Commons	TC166	166	Trinity Commons 166	TC166
TC	Trinity Commons	TC266	266	Trinity Commons 266	TC266
VC	Vernon Social Center	VC101	101	Vernon Social Stage Cafe Loung	VC101

| VC | Vernon Social Center | VC117 | 117 | Vernon Social 1st Floor | VC117 |
| WM | Williams Memorial | WM224 | 224 | Williams Mem Soc Sci Center | WM224 |

Please contact the Dean of Faculty's Office
Should you have any questions or concerns.
We're all in this together, and we're here to support you.