Get Ready for the Classroom

FACULTY CLASSROOM HEALTH AND SAFETY CHECKLIST

This checklist will help you have a healthy and safe semester with UAB’s campus safety plan. To get you started, we’ve measured each classroom for proper social distancing, provided sanitizing wipes, and installed equipment to support hybrid and remote learning.

BEFORE THE SEMESTER STARTS

☐ Get to know your classroom technology
  • Find what technology is available in your classroom (There are seven different setups with different capabilities): go.uab.edu/tech
  • Attend in-person 30-minute workshops or virtual workshops on classroom technology offered by eLearning.
  • Familiarize yourself with Zoom, Kaltura and Canvas capabilities: go.uab.edu/elearn

BEFORE YOU ARRIVE TO YOUR CLASSROOM

☐ Be familiar with UAB safety strategies at UAB United (uab.edu/uabunited).
☐ Actively monitor your UAB email (including eReporter) for information and updates.
☐ Wear a mask and/or face shield (bring disposable masks to provide for students who may forget).
☐ Complete your Healthcheck every day.

WHEN YOU ARRIVE TO YOUR CLASSROOM

☐ Arrive early and prop open the door to minimize bottlenecks and touching.
☐ Locate hand sanitizer stations nearby and point students/others to them if necessary.
☐ Confirm sanitizing wipes are in the room to wipe down desks and workstations.
  • If there are no wipes, borrow from another room or cancel class (alert the dean’s office).
☐ Confirm social distancing furniture arrangements have not been changed.
  • If they have, you can move the furniture or cancel class (alert the dean’s office).
☐ Go to your designated lecturer space marked with tape to encourage social distancing.
☐ Check the technology you will use.

Check uab.edu/uabunited for more updates.
EXPECTATIONS FOR STUDENTS IN THE CLASSROOM

☐ Students can only attend class on days they are designated to attend in-person.

☐ Students must wear a mask properly (covering mouth and nose); no eating will be permitted.

☐ Students must wipe down their chair and/or desk before and after class with sanitized wipes.

☐ Students must show their Healthcheck passport upon request (show yours as an example).

☐ Student should comply with all safety requirements.
  • If a student is not assigned to be present in-person or fails to show a current green Passport, ask the student to leave the class.
  • If a student has no mask, request student to put on a mask (provide a disposable mask if necessary). If non-compliant, request the student to leave the class.
  • In all cases, if non-compliance persists, cancel the remainder of the class and report the student: https://cm.maxient.com/reportingform.php?UnivofAlabamaBirmingham. For more information on student misconduct: 205-996-1512, studentconduct@uab.edu

EXPECTATIONS FOR FACULTY IN THE CLASSROOM

☐ Start on time: In classrooms with newly installed cameras, Kaltura will automatically start recording at the scheduled time and finish at the scheduled finish time.

☐ To avoid congestion, do not check Passports at the door. Consider showing your green Healthcheck passport to demonstrate your commitment to UAB United and our students.

☐ Record all Zoom classroom sessions.

☐ Check passports from a distance. Have students raise their phones (or printed copy of green status). Have students enlarge screen showing name and date.

☐ Prompt students to follow safety requirements, and report non-compliance. Student Affairs will lead a process of progressive discipline to address compliance issues with safety requirements (e.g., masks/face coverings, Healthcheck, ability to show a current green passport).

☐ Consider providing guidance for students on what to do if they start feeling ill before/during/after class built into first lecture slide (information at go.uab.edu/studentguidance).

☐ Edit Zoom and Kaltura recordings if necessary. Publish recordings to make available to students.

QUESTIONS/CONCERNS

• eLearning Teaching Support: 205-934-7217 or teachingsupport@uab.edu

• IT/Equipment: Use contact information for IT support posted in each classroom. (It has name, phone and email for classroom-specific IT support.) General IT: 205-996-5555 or www.uab.edu/askIT

• Facilities (furniture, cleaning supplies): 205-934-WORK or www.uab.edu/facilities/home/swo

Check uab.edu/uabunited for more updates.