

COVID-19 Protocols For Faculty

- Class start and end times have been changed to allow for classroom cleaning in between classes, and to reduce hall traffic and congestion. Revised class times are posted in MyKC.
- Students and faculty will refrain from eating and drinking in the classroom. However, drinks will be allowed when a straw can be used while wearing a mask.
- Students, faculty, and staff will wear a mask while on campus.
- Students, faculty, and staff will follow social distancing recommendations everywhere on campus.
- Classroom capacity has been reduced to ensure recommended social distancing.
- Office hours for faculty will be conducted online/remotely.
- Face shields will be made available for faculty.
- Hand sanitizer will be available in classrooms.
- Classrooms will be cleaned in between classes by Facilities staff to reduce the risk of transmission.
- Facilities staff members cleaning classrooms are recording the date and time they completed cleaning the space and initialing the classroom log. The logs are in plastic sleeves which are on the wall inside the classroom.
- The first class session for every course will be conducted using Zoom. No class will meet face-to-face for its first session.
- All Zoom classes must be accessed through the Moodle course shell. Directly using Zoom with students is considered a FERPA violation. If you have questions regarding incorporating Zoom meetings into your Moodle shell, please see [this document](#) and email [Help Desk](#) with any questions. The document provides step-by-step instructions for scheduling Zoom meetings via Moodle.
- A reminder that faculty must wear a mask during class even if you are behind the plastic barrier at the front of the room.
- If you haven't already done so, please complete [this seating chart for each](#) of your classes, and forward to the Registrar's Office as soon as possible. A completed chart is required for each class.
- Please submit your attendance for every class period, both remote and face-to-face, in MyKC.
- Updates regarding COVID-19 cases on campus will be shared frequently and also posted to the College's COVID-19 web page.