

# COVID-19 Classroom Usage and Cleaning Protocol

## Clemson University - Fall, 2020

(July 14, 2020)

Summary: In response to the COVID-19 pandemic, this protocol is designed to keep all classrooms clean and operational throughout the day and respond as needed to a report of a positive COVID-19 test. The success of this protocol in keeping everyone safe and healthy, while providing our students with the highest level of engaged learning possible, depends on our shared social responsibility and clear communication. It is imperative that everyone take individual responsibility and a communal mindset to protect themselves and others from further virus transmission.

Classroom Preparation: All classrooms and common areas will be thoroughly cleaned and sanitized overnight and ready for use by 7:30am on days when regular classes are being held. Based on class schedules and the availability of personnel, some heavily used classrooms and instructional spaces may receive an additional thorough cleaning during the day.

Disinfecting wipes will be provided in each classroom and students are encouraged to bring disinfecting wipes or products of their own. Through the Healthy Campus campaign and signage in the classroom, everyone will be reminded that wipes are in limited supply, so they should only take one at a time, or if possible, bring their own with them.

Students who are considering bringing their own disinfecting wipes with them to class should consult the EPA's list of [Approved Disinfecting Wipes](#).

If there is a shortage of wipes during the day, instructors should inform the appropriate [Building Safety Coordinator \(BSC\)](#) who may have an additional supply on hand.

Instructors/Students: Before coming to campus or leaving a residence hall to go to class, all instructors and students should complete the [COVID-19 Self-Assessment Tool](#).

**While on campus, face coverings are required in all buildings and classrooms.** Face coverings are also required in outdoor spaces where physical distance cannot be guaranteed. Please be very familiar with the additional information on the [Healthy Clemson](#) website.

Signage in each building will provide students with direction as to where to wait for a class to begin. Students should not congregate in building lobby areas or hallways and should always try to maintain physical distance. Students will not be allowed to enter a classroom until they are told to do so by their instructor. Additional guidance can be found in the Space Management Guidelines at <https://www.clemson.edu/coronavirus/documents/space-management-checklist.pdf>.

Instructors:

Once the instructor from the previous class leaves the classroom, or the room is empty, the instructor may enter and use a disinfecting wipe to clean their instructional area (podium/table and all equipment).

**When ready, the instructor will let students into the classroom.**

Instructors should remind students to take only one wipe and to only take a wipe if they need one.

Students:

**As students arrive at their seats, they should wipe down their personal work area.**

**Students should place used wipes and any other items to be discarded in the labeled trash receptacles. (Whether this happens before class begins or at the end of class will depend on the set up of the room.)**

**Students should remain seated and maintain physical distancing during class sessions.**

**Students should NOT LEAVE ANYTHING IN THE CLASSROOM.**

Instructors:

At the end of class, instructors should again wipe down their instructional area and discard all used disinfecting wipes in the labeled trash receptacles.

Any classroom issues should be reported before leaving to the [BSC](#), CCIT (Contact information provided at instructors desk/podium.) and/or Facilities (656-2186).

Study / Small Groups:

**If a classroom is not in use for a class or being cleaned, it may be used by students for individual study or small groups.**

**Note: Disinfecting wipes may not be available to students who plan on using a classroom for study, so they should consider bringing their own.**

Students using a room for study or small group meetings between classes or in the evenings should wipe down their work areas when entering the room, not exceed room capacities, and maintain physical distancing at all times.

Students must leave the classroom upon the request of an instructor who is coming in to prepare for an upcoming class.

**Students should make sure they take all personal belongings with them when they leave and that all used wipes are properly discarded.**

**Response to a Presumptive Positive or Positive COVID-19 Test:**

**Instructors and students who are informed that they have a presumptive positive diagnosis or have tested positive for COVID-19 should immediately self-isolate and submit the COVID-19 Positive Test Reporting Form (under development).**

Notification of a Positive Test and related Contact Tracing:

1. Occupational and Environmental Safety and University Facilities will be notified and will determine if any classrooms, common spaces, or offices need to be closed for additional cleaning.

**In general, a positive test will not result in the need for additional cleaning beyond the overnight cleaning process and additional cleaning that is done during the day.**

If a classroom needs to be closed during the day, signage will be placed on the door and the instructors of classes that are affected by the closure will be informed. It will be up to the instructor to decide if the classes affected by the shutdown will be moved online or cancelled, and to notify students of this decision.

2. For a student who reports testing positive or is being asked to quarantine because of exposure to the virus, notification will be sent to each instructor letting them know that the student is moving to online only instruction for at least the next two weeks. Students should follow up with their instructor to develop a continued plan of study for each course.
3. An Instructor who reports testing positive or is being asked to quarantine because of exposure to the virus should notify their department chair and develop a plan for continuing course instruction. Students should be notified of this plan as soon as possible.

*This protocol was developed by a University Committee that included representatives of Facilities, the Office of Occupational and Environmental Safety, both the Registrar and Admissions Offices, representatives of both Student Affairs and Academic Affairs, members of the Faculty Senate, and other key staff and faculty members.*