
FALL 2020

HONORS COLLEGE COVID RESPONSE PLAN

(AS OF JUNE 16)

- I. Calendars & Scheduling
- II. Health & Safety Measures
- III. Courses & Instruction
- IV. Instructional Modalities
- V. Events & Activities
- VI. Staff On-Campus Work Schedule

I. CALENDARS & SCHEDULING

- **The Honors College will follow all revised university-established guidelines regarding the academic calendar.**
 - 1) Classes will begin on August 17, as planned, but total instructional days for the semester will be reduced from 72 to 71 days
 - 2) Fall break will be eliminated this year.
 - 3) Two days (Nov 23 & 24) will be removed from Thanksgiving break; course instruction will end Tuesday and students will not return to campus after that date.
 - 4) Monday and Tuesday (Nov. 30 and Dec. 1) following Thanksgiving break are designated study days; Wed, Thursday, and Friday (Dec. 2, 3, 4) will be exams days; additional designated exam days will be Monday and Tuesday of the following week (Dec 7 & 8)
 - 5) Finals will take place remotely, no matter the instructional mode selected for the course.

II. HEALTH & SAFETY MEASURES

- **The Honors College will adhere to all revised university health and safety policies in order to ensure the safety of all students, faculty and staff.**
 - 1) Honors College staff will work through the university-mandated learning module on social distancing, health, and safety currently in development.
 - 2) Honors College staff will utilize a mandatory symptom and contact tracking reporting platform (“Stay Safe Together”) every third day to report their health status and determine their ability to operate on campus. A “red” passport status must be reported to the supervisor immediately in order to discuss appropriate next steps.

NOTE: All information collected by the Stay Safe Together Platform will be collected and stored in HIPPA-compliant servers and reported to the Alabama Department of Public Health.

- 3) Honors College staff will utilize face coverings when in Cater Hall (hallways, common areas, bathrooms, kitchen), except when alone in their office, and will regularly disinfect their personal work spaces.
- 4) Staff will practice enhanced personal hygiene. This includes washing hands with soap and water frequently and thoroughly for at least 20 seconds, especially after touching door handles, equipment, handrails, or other public surfaces. If soap and water are not available, an alcohol-based sanitizer that is at least 60% alcohol should be used. Staff should use the Handicap accessibility door button to open doors whenever possible. Everyone on campus is expected to cover coughs and sneezes with a tissue or use the inside of the elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.

II. HEALTH & SAFETY MEASURES (CONTINUED)

- 5) Staff will be provided with hand sanitizer and disinfecting wipes to use during the workday. Cater Hall will be thoroughly cleaned every night by university custodial staff, as will all university buildings.
- 6) To the extent possible, all advising and recruiting activities will take place virtually. When not possible, face coverings, appropriate social distancing, and disinfecting of utilized space will be required.
- 7) Students and/or guests arriving in Cater Hall will be notified via posted signage to call the main office number to alert Rebecca and/or a student worker of their presence and to receive instructions.
- 8) The university had mandated that anyone entering an campus building must use a face mask. A limited number of face coverings may be available for individuals entering Cater Hall who do not have personal face coverings.
- 9) When necessary, only one student worker or staff member will be seated at the front desk at a time and he/she will use a face covering; Rebecca will operate temporarily out of the Director's Lounge, using the desk area already available in that space; interns and graduate assistants will utilize the upstairs landing space, conference room, or upstairs office space and will practice appropriate social distancing.
- 10) All staff will identify a "back-up" person to assume their work duties in the event of illness.

III. COURSES & INSTRUCTION

- **The Honors College will adhere to all revised university guidelines regarding instructional activities.**
 - 1) While instructors should choose the instructional modality (see Section IV) that best aligns with course learning objectives, instructors teaching HONR courses will be encouraged to teach remotely to the extent possible.
 - 2) HONR instructors will report to Suzanne as to which of the four instructional modalities they will use to teach the course and will keep her updated if there are changes to the instructional model. Suzanne will collect all course syllabi, as usual, for accreditation reporting purposes. Instructors unable to teach in the fall can work with Suzanne to offer the course in either spring or summer (trimester model).
 - 3) HONR instructors will prepare a “Plan B” syllabus in the event that we move to full remote instruction during the semester. This contingency syllabus should be updated weekly and made available to the students (e.g., posting it on Canvas).
 - 4) Regardless of the delivery method, all classes will be recorded to ensure availability of material to students. Classrooms not already equipped to record class sessions will be updated to allow video and audio recording. Portable computing technology with video and audio recording capability will be made available in case faculty experience a technology failure in the classroom.
 - 5) All staff will identify a “back-up” person to assume their teaching duties in the event of illness.

IV. INSTRUCTIONAL MODALITIES

- **Faculty will select one or more of the four identified modalities, however, it is possible due to instructional needs or public health recommendations, that courses may have to shift to a different delivery method at any time during the semester.**

1) Face-to-Face Courses: Face-to-Face courses are conducted in person. Courses that require physical presence (e.g., labs and clinicals) are natural candidates for face-to-face instruction, but any course can be offered in this format.

2) Online Courses: Online courses are conducted online in their entirety. Using the following categories, faculty should classify their online courses and notify students at the beginning of class and in the syllabus of these expectations.

- **Synchronous Delivery:** Student participation is expected during scheduled class days/times.
- **Asynchronous Delivery:** Student participation is not expected during scheduled class times. In this delivery, faculty give students flexibility for when they engage the content and take the exams.
- **Mixed Delivery:** Student participation is expected during some, but not all, scheduled class times. In this delivery, a faculty might give students some flexibility for when they engage the content but require exams to be taken during the scheduled class day/time.

IV. INSTRUCTIONAL MODALITIES (CONTINUED)

3) Blended Courses: In blended courses, some instructional activities are conducted in-person while other instructional activities are conducted online. Students are expected to attend face-to-face instruction in-person, and faculty should classify online instruction as synchronous, asynchronous, or both. Examples of blended instruction might include:

- A faculty teaching a three-hour lab could conduct the instruction online and the experimentation in-person.
- A faculty teaching a course comprised of both lecture and case-study discussion could conduct the lectures online and the case-study discussions in person.
- A faculty following a “flipped classroom” format could deliver the instruction online asynchronously and use in-person class times to help students (or smaller groups of students if they can be divided across multiple class times) work through activities.

4) HyFlex Courses: HyFlex courses are conducted face-to-face but are also available online simultaneously. Students can choose to attend in-person instruction or participate online. HyFlex courses are conducted synchronously, with students learning both in the class and online at the same time. The website of <https://www.insidehighered.com/> contains articles [explaining](#) the HyFlex method and [linking](#) to several other resources that may be helpful. The Biggio Center can also provide guidance for what to consider when conducting a HyFlex course. The Provost’s Office will provide tools to assist with scheduling a rotation of students to attend face-to-face.

V. EVENTS & ACTIVITIES

- **The Honors College will adhere to all revised guidelines and policies relating to campus events and activities.**
- 1) The Honors College will cancel, convert to online experiences, or reschedule all fall events and activities unless otherwise specified. A few examples thus far are:
 - Week of Service activities will take place virtually this year (details forthcoming)
 - Honors College medal ceremony cancelled and converted to August 7/8 event at Cater Hall
 - Freshman Frenzy has been moved to spring.
 - Pinning Ceremony will take place online in late September/early October with students permitted to pick their pins up at Cater Hall during designated times.
 - Fall Break has been cancelled this year, so we will not offer a fall Alternative Fall Break trip.
- 2) We will adhere to university guidelines regarding staff and student travel for the purposes of development activities, recruiting, study/travel courses, conference travel, etc. As of June 15, those activities are still prohibited.

VI. STAFF ON-CAMPUS WORK SCHEDULE

In order to allow for increased social distancing between staff members, the Honors College staff will be working on a staggered (alternating in-house and virtual work) schedule for fall 2020.

Email remains the best way to contact staff members with questions and/or to set up virtual meetings. All staff contact information can be located on the staff page of our unit website.