Fall 2020 General Classroom Guidelines

Academic Affairs/ Registrar

- **The first two weeks of Fall 2020 will be conducted <u>fully</u> online, as per the published academic calendar and class schedule, in order to allow for a smooth transition back to campus in line with health and safety requirements.**

- After these initial two weeks (effective Sept. 16, 2020), <u>courses</u> labeled as 'OC' in the published schedule will take place in **HyFlex mode**—simultaneously face-to-face and online. Approximately 25% of all course offerings will be offered as HyFlex. These courses primarily include those for first year students, some studios and labs, and some graduate courses. In all of the on-campus sections, physical distancing of 2 meters will be in place, along with other health protocols detailed below. Approximately 75% of course offerings will continue to be offered strictly online after the first two weeks.

- Students with special needs, chronic health conditions, in quarantine, or with other issues who wish to attend HyFlex courses online must complete a digital application, and attach the required supporting documents (e.g.: medical report). This will be reviewed and approved by the university Health Center in consultation with the Registrar's Office. Once the request is approved, the concerned faculty members will receive email notifications of students attending virtually and the length of time for this accommodation. They should keep a record of this.

- AUD policies outlined in the Student Handbook are applicable in both online and face-to-face teaching environments. Students must abide by all requirements outlined in course syllabi, whether they attend the class physically on-campus or virtually (syllabi will also explain the rules governing students who attend virtually). Course syllabi should incorporate attendance, excuse policies, and practices that acknowledge and support vulnerable students, students in isolation, and students who have been exposed, or caring for someone who is sick. Faculty should encourage/ facilitate communication with students regarding their health status and any changes in their ability to complete coursework and academic responsibilities.

- Refer to the following guidelines for online and HyFlex courses:
    - Remote Learning and Examination Guidelines for Students Fall 2020
    - Faculty Guidelines for Online Classes Fall 2020
    - Guidelines for HyFlex Classes Fall 2020
- Courses offered simultaneously online will utilize the following platforms for synchronous teaching: Blackboard Collaborate Ultra or Zoom. Both faculty and remote-learning students are required to have their cameras functional for the duration of the class period. Distance-learning students who fail to have their camera turned on can be marked absent for the class session.
- In order to ensure effective communication, transparency and fairness in this new learning environment, faculty must:
    - Post updated and accurate course syllabi on Blackboard before the first day of class, with office hours, class timings, assessments, weekly schedule, e-platform used (where applicable), and other standard components included;
    - Maintain consistent, clear, punctual and documented communication with students about online and HyFlex courses and faculty expectations;
    - Track student participation, engagement and attendance. Students must understand that they are accountable for attending and participating in their classes-- be they online or physical. Faculty must provide them with clear guidelines on attendance in both cases;
    - Post all grades on Blackboard in a timely manner and provide meaningful feedback to students on their course assessments;
    - Equally engage students who attend physical or online classes.
- Faculty will continue to assign final numerical/letter grades to students. However, the Pass/No-Pass option will continue to be available to students during Fall 2020.
- **All standardized exams will continue to be online for <u>all</u> classes**. In such cases, faculty are required to utilize remote proctoring systems as per the protocol outlined in the 'Faculty Guidelines for Online Courses' and 'Remote Learning and Examination Guidelines for Students'.
- The Library will operate according to rules outlined in its [re-opening plan.](re-opening plan)
- All faculty meetings and meetings with students outside of class time should be conducted virtually. This includes office hours or other meetings. In any face to face meetings, all parties must maintain physical distancing and wear masks.
- Faculty members are responsible for adhering to all university health guidelines for face-to-face teaching. Intentional failure to adhere to such guidelines could result in disciplinary action. We are all responsible for ensuring a safe and healthy work environment.

- The Office of the Provost will organize/ plan professional development workshops for faculty focused on pedagogy and e-learning.

Central Services

- **Classroom/lab/studio layout**
  - Classrooms/ labs/ studios are arranged to ensure six feet/ two meters physical distancing between students and faculty during class times. In some areas, partitions will be added to separate the students from each other. The expected classroom health protocol will be visually displayed in each classroom as a guide to students. _Students and faculty should not alter the arrangement of desks, chairs or tables in any of the classrooms, labs or studios._
- **Classroom/lab/studio/office cleaning**
  - All campus facilities will be cleaned with high grade disinfectants in line with international best practice and local regulations. Students, faculty, and staff can also clean/disinfect surfaces and work stations upon contact and before use.
  - Acrylic protection shields will be added where there are counters for interaction with students or other visitors, such as the Main Reception area, the Library counter, Registrar and Finance offices.
- **Hand Sanitizers**
  - These are installed in many locations throughout all buildings and common areas, and will be refilled as needed.
- **Study spaces**
  - These spaces will not be available during the Fall 2020 semester.
  - Students who are on campus and between classes and need to use a study space will be directed to use the classrooms assigned as "Study Spaces" in the ground floor of the B-Building.
  - Buildings will only open as per the published course schedule, until further notice.
- **Campus-Wide Protocol**:
  - All students, faculty and staff will enter through the main gate, temperature will be taken by thermal cameras and hand-held thermometers. Individuals with temperatures higher than 37.5 will be asked to leave campus and advised to go home and rest.
  - Wearing a face mask is required for students, faculty and staff at all times while present on campus. Those without face masks will be denied entry to the university or potentially asked to leave campus if they do not abide by this guideline upon being instructed.

- Faculty are permitted to wear face shields **only** while teaching and keeping two meters physical distancing
- Clear signs will be posted all over campus reminding community members to maintain social distancing.
- Faculty members play a key role in briefing and reminding students of the related guidelines and that we are all responsible.

Health Services

The health and safety of students, faculty and staff is the utmost priority. The University follows Dubai Health Authority guidelines and will be proactive in its preventative measures, policies and procedures. AUD continues to work closely with its health partners, study abroad providers and university affiliates to ensure clear and effective communication about the current situation.

In order to repopulate the university in the safest way possible, AUD established primary public health controls to slow the transmission and reduce the mortality associated with COVID-19. These control measures include:

- Availability of appropriate personal protective equipment (PPE);

- Environmental measures such as enhanced cleaning and disinfection, physical distancing, and contact tracing;

- The readiness of the campus to address both COVID-19 surveillance and control along with all other routine health and well-being needs of students, such as guidelines, protocols, and awareness, in addition to training on public health measures and signs/symptoms of COVID-19 for all staff, faculty, student leaders (peer health educators, resident assistants, athletes, student government association, etc.), residence advisors, and others in similar roles.

Return to an active on-campus environment will depend upon testing, contact tracing, and isolation/quarantine of ill and exposed individuals both on campus and in the community.

Meticulous adherence to public health practices should be widely communicated to students, employees, and all campus visitors. As part of this effort, AUD has posted signs in highly visible locations (e.g., building entrances, restrooms, dining areas, classrooms) that promote everyday protective measures icon and describe how to stop the spread of germs (such as respect social distancing, proper coughing and sneezing etiquette, proper handwashing practices, and cloth face covering image icon), in addition to temperature checks for people accessing AUD premises.

- **When to wear a mask and how to properly wear a mask**
  - Wearing a cloth face mask helps protect those around you, and the community at large, by reducing the risk of virus spread. While a cloth face mask may not protect the wearer, it may keep the wearer from spreading the virus to others. Face masks are only effective for protection if they are handled, worn, stored and disposed of properly and wearing one does not negate the need for maintaining appropriate social distance, hand and cough/sneeze hygiene and avoiding touching one's face.
  - AUD recommends and reinforces use of cloth face coverings among students, faculty, and staff on campus and everyone inside private and public areas on the AUD campus: Classrooms, labs, cafeteria, hallways, washrooms, car parks, etc.
  - All passengers in University-provided transportation, such as campus shuttles, buses, even metro train etc. should wear face masks and practice social distancing.
  - Drivers must wear a mask when passengers are in the vehicle.
  - Individuals may remove masks only if they are in their own enclosed private workspace with no one else present or in their dorm room, as more fully described below.
  - Face coverings should NOT be worn by children under the age of 2 or anyone who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.
  - Ensure availability of extra face mask throughout campus (e.g., at the bookstore) in case it got ripped or torn accidentally.
  - Increase information and demonstration of wearing medical and non-medical face masks.
- **Hand washing and/or use of hand sanitizers**
  - AUD adheres to health guidelines by sharing and communicating information and demonstration of handwashing, and cough and sneeze etiquette.
  - AUD adheres to health guidelines by monitoring materials that promote healthy hygiene practices: Refilling of sanitizers, disinfectant products etc.
- **Physical distancing**
  - Spread of COVID-19 happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby.

- The university has created social or physical distancing strategies, protocols
- AUD provides physical guides, such as tape on floors or sidewalks, and signs on walls to ensure that individuals remain at least six-feet apart in all spaces.
- Through signs and clear protocol, AUD clearly indicates the desired traffic flow, alternate use and restricted number of people allowed in shared spaces at one time (e.g. bathrooms, mosque, bookstore, elevator, cafeteria) in order to minimize the risk of disease transmission. Spaces are cleaned and disinfected between use.
- As per best practice, the university has modified staffing and course schedules and operational hours in order to allow for more social distancing for staff and students.
- The University has designed classrooms, staffing and facility use strategies to reduce health risks for employees and students: Redesigned physical workplaces and classrooms, space seating/desks at least six-feet apart when feasible.
- AUD's protocol for ensuring social distancing on campus is informed by other best practices highlighted in international and local health guidelines, including:
- Designated traffic flow patterns for lectures; host smaller classes in larger rooms.
- The University has installed physical barriers such as plexiglass where feasible, in areas where it is difficult for individuals to remain at least six feet apart.
- Reasonable accommodations such as tele-work and remote learning will be made for students, faculty or staff, who cannot join physically, or are at an increased risk.
- Provide adequate distance between individuals engaged in experiential learning opportunities (e.g., labs, studios).
- Consider updating office/department websites to make it easier for current and future students to understand necessary documentation and processes.
- Create distance between students in AUD vehicles (e.g., skipping rows) when possible, consider taping off seats and rows to ensure limit of desired passengers' capacity.
- Encourage students who use public transportation or ride sharing to use forms of transportation that minimize close contact with others (e.g., biking, walking, driving or riding by car either alone or with household members, and to abide by DHA precautions and protective measures.

- **Protocol if the student/faculty is ill during class**
    - Immediately go to the Health Center or contact 0569167761.
    - AUD Health Center will work to support the monitoring, testing, and tracing efforts as well as quarantine and isolation protocols advised by the Dubai Health Authority.
    - Refer to the AUD protocol if student/ staff fall sick during or outside classroom.
    - Encourage those with increased risk of severe illness to continue working remotely.
    - Refer to AUD policies for returning to classes and AUD facilities after COVID-19 illness. DHA's criteria to discontinue home isolation and quarantine inform these policies.
    - In coordination with local public health officials, AUD will develop amended strategies to reduce health risks to students, employees, and communities.
- **Food/drinks during class**
    - Students and faculty are prohibited from eating or drinking inside the classroom during class timings. Only bottled water is permitted.
- **Sharing of hard copy materials during class**
    - Discourage sharing of items that are difficult to clean or disinfect
    - Limit use of supplies and equipment by one group of students at a time and clean and disinfect between use.
    - Avoid sharing electronic devices, books, pens, and other learning aids
    - Encourage students to use their own devices and electronics items
    - Provide sufficient sanitizing and cleaning supplies for individuals to clean frequently their workspaces before and after use.

Student Affairs

- **Student responsibilities and repercussions if health guidelines are not followed:**
    - Students who persistently refuse or fail to wear a mask, maintain social distancing and/or clean their study spaces will, as a first stage, meet with the Dean of Student affairs and receive a written warning. If a student fails to abide by the rules after the written warning, the student will face possible dismissal for one term (this penalty will be written on the warning letter and in the student handbook) as "a failure to cooperate with a university official and university regulations/guidance".

- **E-learning support/training for students**
  - Students are provided with online tutoring resources and guidelines through their Academic Advisors and Student Affairs. The new student orientation will provide guidelines and instructions for students on AUD's e-learning platforms, rules and regulations.
- **Academic advising services**
  - Students can reach out to their advisors via Zoom, Blackboard collaborate, Microsoft teams or any other online platform they require. In select cases, individual face-to-face meetings can also be arranged, following all the required health protocols.
- **Conduct Council**
  - The complaint or concern is brought to the Dean of Student Affairs, who will in turn investigate together with the Conduct Council via Microsoft Teams. For more details on the process, see pgs. 23-24 of the Student Handbook.

Information Technology

- **IT support for students and faculty**
  - IT support will be provided to all students and faculty on and off campus through telephone and Microsoft Teams.
  - IT staff can be reached via phone, email or through Microsoft Teams at:
    - Email: ithelpdesk@aud.edu
    - Phone: IT Help Desk General Phone: 043183480
      Microsoft Teams: ithelpdesk@aud.edu
  - Students who have issues that cannot be solved remotely can pass by the IT Services Office for assistance (Engineering Building E217). Applicable for HyFlex students only. All other issues will be resolved remotely.
- **Software availability through remote access**
  - IT have installed the Ericom remote access application so that students can connect to the LAB PC's from outside. Students can log in to https://remote.aud.edu with their username and password.
- **Technology needs to support simultaneous face-to-face and virtual classes**
  - IT will provide HD Webcams to faculties for their desktops (office PC) if required.
  - Ceiling mounted cameras with motion detector and Bluetooth Neckband Microphone will be installed in the HyFlex learning classroom. A training will be provided to the faculty on how to use this equipment.

Table of Changes

Table of Changes

Date	Page / Section	Change
8 September 2020	3; Central Services; Study Spaces	The study spaces available for students are not in the Ground floor of the B-Building