General Classroom Guidelines

Academic Affairs/ Registrar

- In Fall 2022, classes will start on campus on 29 August 2022
- Many classrooms have been fitted with HyFlex technology to allow for HyFlex teaching, provided that the student has gained approval from either the Dean of Students (travel restrictions) or the Health Center Director (medical restrictions).
  - Approved students will appear on the course roster. Faculty should check their rosters before every class to get an updated list of approved students.
- AUD policies outlined in the Student Handbook are applicable in **all** teaching environments. Students must abide by all requirements outlined in course syllabi.
- In order to ensure effective communication, transparency and fairness, 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 faculty expectations;
  - Track student participation, engagement and attendance. This is especially important in case contact tracing is required
  - Post all grades on Blackboard in a timely manner and provide meaningful feedback to students on their course assessments;
- The normal grading scheme will be followed.
- **All Exams are required to be conducted on campus.**
  - Final exams will be conducted as per the official schedule published by the Registrar
- The Library will operate according to the opening hours outlined on its website: https://library.aud.edu/
- In any face-to-face meetings, all parties must wear masks in compliance with the guidelines published by the National Emergency, Crisis, and Disasters Management Authority.
- Faculty members are responsible for adhering to all university health guidelines for face-to-face teaching. We are all responsible for ensuring a safe and healthy work environment.

E-learning support/training for students (where applicable)

- Students are provided with online tutoring resources and guidelines through their Academic Advisors.

Academic Advising Services

- Students can reach out to their advisors in person, via Zoom, Blackboard Collaborate, Microsoft teams or any other online platform they require.
- During individual face-to-face meetings, all required health protocols must be followed.

Central Services

- **Classroom/lab/studio layout**
  - Classrooms/ labs/ studios are arranged to ensure appropriate 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.
- **Campus-Wide Protocol**
  - Students, faculty and staff are required to have valid proof of vaccination with booster shot and a negative PCR test result taken up to 96 hours before first entry to campus.
  - 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 appropriate 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);

- o Environmental measures such as enhanced cleaning and disinfection, appropriate physical distancing, and contact tracing;
  - o 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.
- 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**
  - o 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.
  - o 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.
  - o All passengers in University-provided transportation, such as campus shuttles, buses, even metro train etc. should wear face masks and practice social distancing.
  - o Drivers must wear a mask when passengers are in the vehicle.
  - o 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.
  - o 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.
  - o Extra face masks are available at the AUD Mini-Mart in the C-Building.
- **Hand washing and/or use of hand sanitizers**
  - o AUD adheres to health guidelines by sharing and communicating information and demonstration of handwashing, and cough and sneeze etiquette.
  - o AUD adheres to health guidelines by monitoring materials that promote healthy hygiene practices: Refilling of sanitizers, disinfectant products etc.
- **Physical distancing**
  - o 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 and protocols
- AUD provides physical guides, such as tape on floors or sidewalks, and signs on walls to ensure that individuals remain physically distant.
- 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 physically distant 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 physically distant.
- 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.
  - 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 has developed 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**

- o Discourage sharing of items that are difficult to clean or disinfect
- o Limit use of supplies and equipment by one group of students at a time and clean and disinfect between use.
- o Avoid sharing electronic devices, books, pens, and other learning aids
- o Encourage students to use their own devices and electronics items

Student Affairs

- **Student responsibilities and repercussions if health guidelines are not followed:**
  - o 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".
- **Conduct Council**
  - o The complaint or concern is brought to the Dean of Student Affairs, who will in turn investigate together with the Conduct Council. For more details on the process, see the Student Handbook.

Information Technology

- **IT support for students and faculty**
  - o IT support will be provided to all students and faculty on and off campus through telephone and Microsoft Teams.
  - o 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
  - o Students who have issues that cannot be solved remotely can pass by the IT Services Office for assistance (Engineering Building E217).
- **Software availability through remote access**
  - o All IT services can be accessed via the link: https://itservices.aud.edu/

Table of Changes

Date	Page / Section	Change
26 August 2021	All	Updated for Fall 2021 full return to campus
19 January 2022	All	Updated for Spring 2022
25 August 2022	All	Updated for Fall 2022 to comply with NCEMA updated guidelines dated 24 August 2022