

Date: August 12, 2020

From: Chuck Taber, Provost and Executive Vice President

To: University Leadership, Faculty and Staff

RE: An Update on Some Frequently Asked Questions Related to Preparing for Classes Next Week

Dear Colleagues,

We have heard from a number of you about specific questions related to the start of in-person and hybrid/blended courses. We have compiled a list of commonly asked questions and want to share information to help support your preparations.

1. **Access to buildings and classrooms.** As of Monday, Aug. 10, buildings will be unlocked/locked on the same schedule as our pre-COVID operations. Unit heads may adjust the hours their buildings are open by completing the [Request for a Standing Building Order](#) to rooms@k-state.edu. If multiple units are in a building, unit heads should coordinate and submit one request for a change to building hours.

Classrooms should be open and available for faculty during the same hours that the buildings are open. Some departmental learning spaces may need to remain locked to protect equipment. Department heads should contact Facilities at keycontrol@ksu.edu and inform them of their approval to issue keys to faculty teaching in secured departmental rooms.

2. **Classroom assignment and capacity limits.** The Registrar continues to make classroom assignment adjustments in response to departmental requests and capacity and ventilation issues. These assignments will be completed on Friday, but we may expect some last minute adjustments next week as well. We appreciate your patience as we work through this very complex task.

Please remember that gatherings in classrooms are still limited to 50 people, including the instructor, regardless of the COVID capacity of a classroom. This conforms to the maximum gathering limits in [Phase 3](#) of the University Reawakening Plan.

3. **Access to technology and cleaning/disinfecting cabinets.** New cabinets have been installed, or will be soon, in classrooms with capacity greater than 15 to store disinfectant equipment and supplies. The new cabinets are secured using the same key, CH751, as currently used for podiums in many of the classrooms. Most faculty should have a key that will access the new cabinets. Any faculty who do not have a CH751 key or who find the podium uses a

different key, may submit a key request to the Division of Facilities using a [form](#) for access to the cabinets.

Installation of cabinets and electrostatic sprayers is scheduled based on classroom COVID capacity with the highest priority given to those classrooms with the highest COVID capacity. Installation will continue through the first week of class. Classrooms that are pending installation of cabinets and electrostatic sprayers will be equipped with spray bottles to use in the interim.

4. **Cleaning and disinfecting FAQs.** Many of you have raised specific questions about the products and processes utilized in cleaning and disinfecting classrooms. These questions are addressed on the new [Division of Facilities cleaning and disinfecting FAQ page](#).
5. **Lost instructional time.** The need to allow for additional cleaning time has eroded instructional time. Faculty can consider an exercise or learning activity that could be conducted remotely to address any lost instructional time across the semester.
6. **Palm card for “what to say to someone not wearing a face covering”.** A palm card resource to help faculty and staff address someone who is not wearing a face covering is being distributed through campus mail to college and departmental offices for distribution. If units need an additional supply of the palm card, please email loleta@k-state.edu. The [palm card information](#) is also available on the COVID-19 website.
7. **Testing and proctoring centers.** As with our classroom occupancy limits, our testing and proctoring centers will have reduced capacity this fall. To meet student need for accommodations, we need your help to reduce demand for testing and proctoring in-person services by:
 - Replacing high-stakes exams with alternative assessments, when possible. There are [resources](#) available to assist you in adjusting your assessment measures, and
 - Administering your exams through Canvas, or
 - Exploring a remote proctoring solution with the understanding that remote proctoring costs are the responsibility of the department/college. Most colleges are using Examity for remote proctoring, but others have signed up for Respondus’ service. Please contact your department head or associate dean for more information on remote proctoring services available.

We must comply with ADA regulations by providing testing accommodations to students who need them. Encourage students to request these services through the Student Access Center (SAC) in a timely fashion. If the SAC is not able to administer a same day exam due to limited resources, please be understanding, flexible and assist the SAC in ensuring students receive accommodations. If you have any questions about the testing and proctoring centers, please contact Jeannie Brown Leonard, brownleonard@k-state.edu.

We understand that everyone is working incredibly hard in the lead up to the fall semester. We will send additional information and guidance as it is available. Please continue to share this information with your units to help with the dissemination of information.

Be well,

Chuck

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