

Instructors may move the furniture to facilitate discussion.

**Students and instructors should
maintain physical distance and
return furniture to approved
locations.**

Instructors must submit a diagram
of seat positions to the COVID-19
Response Unit.



HERE

Instructors Checklist

- Wear your mask at all times inside the building (including while teaching);
- Remind students to wear their masks and maintain safe distance from each other at all times;
- Remind students to sit in their permanent seats and report their seat numbers to using here.nd.edu/seat. Provide course/section information to students.
- Use the supplies provided to do a quick wipe down of the teaching lectern and equipment.
- Turn on the dual-mode Zoom meeting for remote students. If no remote students are present after a reasonable time, shut down the Zoom meeting unless you plan to record the class.
- Remember when remote students are present and engage them.
- Provide time for safe departure; remind students to maintain distance when leaving the classroom.