Use of Teaching Space Plans

General Assignment Classrooms (GAC)

There are two types of instructor/TA uses of general assignment classrooms:

1. **Use for development/delivery of remote content.** This is defined as use of a general assignment classroom by a single instructor (or small instructor team), DTEI Graduate Fellow, or teaching assistant to: (1) record and/or produce material to be used by a remotely delivered course; (2) deliver a synchronous course-related activity remotely.

   Procedure for use:
   - Home unit of Instructor(s), DTEI Fellow(s) and/or TA(s) ensures that they complete the Return to Campus training and are activated in the daily symptom check system per the Working Well program.
   - Instructor(s), DTEI Fellow(s) and/or TA(s) follow applicable Executive Directives and campus guidance, including wearing face coverings, maintaining physical distancing, etc.
   - Usage of classrooms for any academic activities are scheduled through the Office of the Registrar, in coordination with DTEI and OIT, as needed.
   - Facilities, EH&S, OIT, and DTEI will confirm which spaces meet criteria for use.

2. **Use for teaching in-person/hybrid courses.** This is when the instructor and students are in the space at the same time.

   Procedure for use:
   - Home unit of Instructor(s) and/or TA(s) ensures that they complete the Return to Campus training and are activated in the daily symptom check system per the Working Well program.
   - Instructor(s) and/or TA(s) follow applicable Executive Directives and campus guidance, including wearing face coverings, maintaining physical distancing, etc.
   - Instructor(s) remind students via syllabus of executive directives and course expectations.
   - Usage of classrooms is scheduled through the Office of the Registrar using course scheduling procedures in place at the time.
   - Facilities and EH&S will confirm which classrooms meet criteria for use and maximum capacity. Classroom Coordination and Cleaning Process is available here.
Unit Controlled Spaces

Units need to ensure that their Return to Campus plans include usage of offices and shared spaces for the following instructional uses. **Instructors and graduate students need to inform their Units of planned use of offices to maintain compliance with campus standards for resuming in-person operations.** This will ensure that building capacity is not exceeded and appropriate plans are in place for common spaces, such as restrooms, stairways, elevators, etc. Units are responsible for prioritizing building use to ensure instructors/TAs can meet remote instruction responsibilities.

**Instructor/Graduate Student Office Spaces:**

The use of office space for education goals is **for the development/delivery of remote content.**

Procedure for use:

- Home unit of Instructor(s) and/or TA(s) ensures that they complete the Return to Campus training and are activated in the daily symptom check system per the Working Well program.
- Instructor(s) and/or TA(s) follow applicable Executive Directives and campus guidance, including wearing face coverings, maintaining physical distancing, etc.
- Use of instructor/TA offices needs to be addressed in the Unit Plan for space usage and any relevant elements communicated to the Instructor(s) and/or TA(s).
- Instructors/TAs are responsible for informing Units of planned office use and complying with limitations on scheduling due to facility capacities.

**Unit-Controlled Shared Spaces:**

The use of unit-controlled shared spaces for education goals includes conference rooms, some lab spaces, some computer labs, etc., and falls into two categories of usage.

1. **Use for development/delivery of remote content.** This is defined as use of a space by a single instructor (or small instructor team), DTEI Graduate Fellow, or teaching assistant to (1) record and/or produce material to be used by a remotely delivered course; (2) deliver a synchronous course-related activity remotely.

Procedure for use:

- Home unit of Instructor(s), DTEI Fellow(s) and/or TA(s) ensures that they complete the Return to Campus training and are activated in the daily symptom check system per the Working Well program.
- Instructor(s), DTEI Fellow(s) and/or TA(s) follow applicable Executive Directives and campus guidance, including wearing face coverings, maintaining physical distancing, etc.
- Home unit will include usage of this space in any Unit Return to Campus plans and ensure compliance with any necessary Facilities and EH&S policies.

2. **Use for teaching in-person/hybrid courses.** This is when the instructor and students are in the space at the same time.

   Procedure for use:

   - Home unit of Instructor(s) and/or TA(s) ensures that they complete the Return to Campus training and are activated in the daily symptom check system per the Working Well program.
   - Instructor(s) and/or TA(s) follow applicable Executive Directives and campus guidance, including wearing face coverings, maintaining physical distancing, etc.
   - Instructor(s) remind students via syllabus of executive directives and course expectations.
   - Usage of space is scheduled by the relevant Unit Schedulers in coordination with the Office of the Registrar, as appropriate.
   - Home unit will include usage of this space in any Unit Return to Campus plans and ensure compliance with any necessary Facilities and EH&S policies.