

SUBMISSION AND APPROVAL OF TEACHING LABORATORY PLANS

The purpose of the Teaching Laboratory Plans is to ensure the safety of students, staff, instructors, and faculty. We revised the process for the plan approval, outlined below, to address the importance of safety in the classroom while also requiring shared responsibility with departments and colleges to ensure an appropriate plan. The Teaching Laboratory Plan serves as guidance for the instructor as well as for teaching assistants or others involved in the classroom instruction. We will all continue to work together to make sure the laboratory and classroom experiences that we provide to students are safe.

Process of Approval for the “Teaching Laboratory Plan for a Safe Return”

1. The form will be completed by the Laboratory Director/Instructor.
2. Instructors should submit their Teaching Lab Plan file with the following naming convention: Department_InstructorName_Course Name_Fall2020 Teaching Lab Plan. Example: Chemistry_John Smith_Organic Chemistry_Fall2020 Teaching Lab Plan.
3. Classes with multiple instructors only need to submit one Teaching Lab Plan per course for review. Submit the plan under the instructor’s name who will be responsible for interacting with EHS during the review process. Only one plan per course is required. Courses with multiple sections only need to submit one plan per course.
4. If there are questions, laboratory instructors and leaders may submit questions and join a Zoom session for a discussion with the EHS team and/or contact EHS directly if they would like to discuss options for their Plan.
5. The form will be reviewed by the Department Chair and the Dean of Instruction with focus on ensuring principles of safety such as required use of masks, social distancing, appropriate disinfectant use, and other measures that may be helpful.
6. The form is then submitted by the Department Chair on the “COVID19 Planning Review” Teams site for review by EHS/ORR. For instruction on how to upload plans see Teaching Lab Plans – Teams Upload Instructions
7. At this point in the process, the laboratory course can be conducted.
8. If the EHS/ORR review panel has safety questions regarding the “Teaching Laboratory Plan for a Safe Return”, the Department Chairperson to the Dean of Instruction will be informed, and the instructor contacted so that corrections in the plan can be made.
9. There will be a post-approval monitoring process where teaching laboratories will be spot visited to ensure that the Teaching Laboratory Plan is being followed.

We hope these changes in the original process will facilitate preparation by the colleges for the resumption of classes. Equally important, we feel that with this approach we will be working together to ensure the safety of everyone.