

CLASSROOM PROTOCOL REMINDERS

As you begin class each day, be sure to remember these important checklist requirements.

BEFORE CLASS

- Masks must be worn at all times in all campus buildings, including instructional spaces.
- Students/faculty should clean their own work spaces upon entering the classroom.

DURING CLASS

- Take attendance using your seating chart and make note of absent students.
- **Desks, chairs and tables MUST remain in their original configuration to meet CDC-required physical distancing guidelines.**
- No food should be consumed in classrooms; covered beverages are allowed.

AFTER CLASS

- Dismiss class five minutes early so students/faculty may clean their work spaces before exiting the classroom.
- Adhere to all directional signage in hallways, stairwells and elevators.
- Do not congregate in the halls or near doorways.

NEED HELP?

- Out of cleaning supplies or need to report another concern about your teaching space? Contact your building custodian or call Facilities at 309-794-7278.
- If a student continues to be non-compliant with personal safety or physical distancing in the classroom after your polite request to comply, please dismiss class and contact Public Safety at 309-794-7711.
- Emergency? Call 911

#vikingstakecare

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