Welcome
- There has been a constant change with COVID-19 and this has caused reopening in September to be a constantly evolving endeavor.
- Students indicate that they are eager to return.
- KCK wishes to thank Ed Kleinert for “showing up every week” for the SPS faculty.

Facilities and the Reopening
- NYU and SPS continue to proceed in prepping facilities with signage for directions, room caps/set-up, AV help, reporting non-compliance for students. Hand sanitizer stations will be posted at key locations throughout facilities (entry and elevators)
- Faculty are not to police students, but can report non-compliance to the dean of students (Anna Condoulis, SPS Office of Student Affairs) or Office of Student Conduct.
- University is scaffolding guidelines for behavior for students and staff.
- Faculty should establish clear expectations with students for classroom conduct at beginning of semester.
- Face shields are not an acceptable alternative to facial coverings. Can be used IN ADDITION to facial coverings, but facial coverings must be worn when inside an NYU facility.
  - Faculty and students needing a break from wearing a facial covering (for breathing considerations or eating/drinking for longer class meeting times) should identify safe areas outside of the classroom for these kinds of breaks.
  - Breaks should be taken individually to avoid crowding transient spaces.
  - Students who feel they should not wear a facial covering for health reasons should seek accommodations through the Moses Center.
- NYU staff (administrators, clerical, and faculty) will be able to have free COVID19 testing (active infection) with a quick turn-around free of charge. This service is not available to family members or co-habitants.
  - Testing should be done two weeks prior to return to NYU facilities. As an example: for faculty returning to teach on September 2nd (the start of the fall semester) must be tested on August 20th, to meet the 14 day requirement. If you have test results greater than two weeks from the date you return to NYU facilities, you will need to be tested again within the proper time frame.
  - Testing will only be required once for the Fall semester, but those returning to NYU facilities will have to take a temperature check every morning that they go into campus and record that within the NYU Mobile app (further instructions to
There will be a random process followed by NYU to retest selected faculty after the semester has started.

- Administrative teams have been asked to start working on a schedule for return to the office with a priority of de-densification. Offices should have enough onsite to operate, but not too many to overcrowd facilities.
- IT and Tech desks will be fully staffed for both administrative and classroom needs during normal business hours and NYU IT will be available at all times when classes meet. Classroom signage will have phone numbers for IT/AV assistance.
- **CAES** will also be aware of the tech upgrades and will be able to work with faculty who have questions about pedagogical implications of the classroom technology or using technology in a blended classroom setting. CAES is also fully prepared to work with faculty who are teaching totally remote.
  - CAES is preparing a toolkit for faculty returning to the classroom this fall. This toolkit will be widely publicized within the NYUSPS community. It should be made available the week of (08/10)
- We will be working on getting updates from MTC and WW with air circulation.
- NYU has ensured that deep cleaning of classrooms will happen every evening. The time between classes will remain the same.
- Will there be sterilization of keyboards and microphones between instructors?
  - We have conveyed this question to the University to see what accommodations/guidance they will instill and will report back.
- Other important information can be found on the [NYU Returns](#) site and all are encouraged to attend the webinar series for faculty and staff populations. The recordings can be found on the [NYU Returns Webinar](#) page.

**Classrooms:**

- Facilities has measured every classroom to identify the maximum number of students each room can accommodate allowing for six feet of distance between students and allowing for 10 feet of space for the instructor to move around modestly while teaching. Those rooms with sufficient space to hold up to 14 students have been deemed “in-person” classrooms. This includes fully ‘in-person’ course sections as well as ‘blended’ course sections. Course sections with 14 or fewer students will be entirely on-premises, course sections with between 15-39 students will be blended courses, and course sections with 40 or more students will be on-line remote only. Using these guidelines, facilities mapped out every usable classroom and will provide signage to display proper classroom set-up for chairs and furniture.
  - Seats should not be moved and students should keep their same seat the full semester.
  - Students will not be permitted to physically group closer together within classrooms for group work.
  - Students giving presentations should present from their seats and should account for this when considering presenting media.
- Facilities is currently working on finalizing the install for technology upgrades for classrooms. There will be a computer with video capabilities as well as a microphone for enhanced audio for those joining virtually.
  - Cameras will be optimized for viewing the instructor, not necessarily the entire classroom.
Modalities

- **In-Person:** Courses that are meeting in-person should expect to meet with students in-person, but some students may need to attend (either occasionally or for the entire semester) the class virtually for various reasons (sick, in a different place), so it may feel blended.

- **Blended:** You will have a classroom but not all students in your class are able to attend in-person concurrently (for example, your course has a total of 24 students but your classroom can only fit 12--plus you might have students zooming in due to quarantine or travel restrictions). Each faculty member who is teaching a blended class can use NYU Classes to sort students into rotational groups. Faculty should communicate these groupings to students well in advance of the first class. Students will need to take their COVID-19 tests fourteen days prior to the start of their first in-person course.
  - Students will be able to indicate if they will be in-person or not.
  - Faculty teaching a blended class may have as little as one or two students in person and are encouraged to consider what those students had to do in order to get to the classroom and are planning for an in-person experience.

- **Online:** most on-line courses will be conducted synchronously; they may include lecture videos to augment the real-time instructions. Only those courses that are officially designated on-line asynchronous, can be instructed as such. Faculty should know this in advance when appointed to a course section. Check with your academic unit if you are unsure.

- Faculty who wish to seek accommodations or modifications to teaching modality should refer to a memo sent from the NYUSPS - Office of the Dean on May 29, 2020 with the subject “Important Message Re: Fall Teaching,” which outlines the processes for requesting accommodations or modifications.

- The modality will be specified in Albert or you can check with your academic unit.

- **Zoom:** Instructors should familiarize themselves with Zoom as much as possible (reach out to CAES for additional assistance). CAES will be releasing a comprehensive toolkit the week of (08/10) for instructors teaching this fall and SPS faculty should look for communication in the coming week.) Zoom is the main NYU IT-approved tool for remote synchronous instruction (mostly for blended and remote/fully online courses, but also for in-person if needed).
  - Instructors using Zoom and giving media presentations will have to run both Zoom and their presentation software simultaneously.
  - Instructors teaching in a blended model might also engage students in the classroom to help monitor Zoom for chat questions/comments so the instructor can focus on their lecture or presentation.
  - Recording a Zoom meeting is not compulsory, but any recorded files will automatically save and cannot be deleted.
  - Faculty recording a Zoom meeting are encouraged to consider students’ wishes to turn off their cameras and not to be recorded. Explicit student permission is not needed for recording a Zoom meeting if the recording will only be distributed to students currently registered for that course. It is considered supplemental learning material.
  - Faculty may record themselves giving a lecture as asynchronous supplemental material to deliver in advance of class meeting time (Flipped Classroom Model).
  - Closed Captions and transcripts are available for Zoom meetings. Students
needing such accommodations should contact the Moses Center, who will then be in contact with you.

Anna Condoulis
- Student Affairs will be assisting and monitoring student noncompliance for PPE and social distancing advisements.
- Student ambassadors will also be around to encourage student compliance from peers.

FACULTY QUESTIONS

Modality:

Have students been asked their preferences for in-person or remote instruction?
- Students should be in contact with their advisors regarding their plans for in-person or remote for the fall. Students have been advised to select fully-remote courses if they plan on not coming to a classroom for various reasons so that other students who plan to be in-person may register for in-person or blended courses.
- There is no explicit policy for students identifying to their faculty if they will be in person or not, but this advisement combined with specifying in NYU Classes whether or not they will be in-person will help faculty know their student make-up.
- If a student wishes to start the semester in-person, but then wishes to attend remote, we ask that faculty members be accommodating in these situations. Students may select to switch to remote at any time in the semester for a number of reasons.
- If students express confusion to you about attending in person or remote, encourage them to speak to their academic advisor.

Can an instructor decide to hold a certain meeting time or several meeting times remotely rather than in person?
- You may elect to do this. Please be sure to communicate to your students clearly which dates would be in-person and which dates would be held remotely.
- Please also communicate to your academic units the dates you do not plan to be in the assigned classroom.
- If your course is currently listed as blended or in-person on Albert, speak to your academic unit if you would prefer to switch your course to fully remote for the entire semester.

What is the chance that NYU will switch fully remote again at some point in the fall?
- This is a possibility and will be decided based on advisement from the city, state, and CDC should they decide to enact such advisement.

Zoom:

Do we need to use closed captions for Zoom? Do we need to closed caption recorded lectures for asynchronous supplemental material?
- Zoom can run closed captions as a downloadable transcript for after the session.
- Students needing accommodations should register their needs with the Moses Center, who will be in contact with you.
Do students need to be on Zoom if they are in the classroom? Do we need to use Zoom if a student is not present?

- Zoom is the approved software at NYU and should be used for synchronous remote instruction.
- Students in-person do not need to be on Zoom while in class, but can be in order to engage with the full student group and can help monitor the Zoom population during class to assist instructors.
- If a student would like to attend class remotely, they should use Zoom and you should have a Zoom meeting prepared for that particular class.

Classrooms/Facilities:

What technology will be in the classrooms?

- Different rooms will have slight variations between either a rolling cart with AV equipment or a wall-mounted rack with a computer, etc. All rooms will be equipped with a computer with video conferencing capabilities, a keyboard and mouse/trackpad, a microphone, speakers, and a camera.
- This technology should not be totally new for most faculty who have taught in NYU classrooms before and will have instructions for how to use it with a contact number for AV assistance.
- Faculty are encouraged to continue to use approved facial coverings and to bring sanitization wipes with them.

Will faculty have a chance to test classroom technology in advance?

- Due to low density requirements, we cannot have all faculty access all classrooms in order to test the AV. AV assistance will be available for all rooms the entire semester. Similarly, the CAES toolkit will have detailed instructions on how to perform common functions, like using a projector or initiating Zoom. We are doing an instructional video now to demo the equipment.

What will classrooms look like?

- Each classroom will have its own set-up display on signage that should remain consistent throughout the entire semester. We anticipate signage to displace furniture location, AV equipment, and classroom capacity.
- Signage will list the contact for AV/Tech support.
- Please do not move chairs from their assigned locations.
- There will not be plexiglass or physical barriers between students or instructors as these raise fire code concerns. Social distancing and facial coverings paired with hygienic practices are the recommended preventative measures at the present.

What precautions are being taken with regards to air ventilation?

- [Building HVAC Systems webpage for COVID-19](#)

Will there be additional parking or bike storage for people who do not want to use public transportation?

- NYU is installing additional bike racks for those using bikes to commute to work. NYU does not have parking, although many local garages offer discounts to NYU staff/faculty.
Health and Wellness:

When are we required to get tested for COVID19? Which test do we need to do? Where can we get tested? How do we submit the results?

- Staff returning to campus are required to get the active infection test within two weeks of returning to campus.
- The test needs to be for active infection, not for antibodies, though individuals may elect to do both if they desire.
- NYU Langone is offering free testing with rapid results (1-2 days) for all NYU employees. This service does not extend to family members or cohabitants.
- Employee insurance generally is accepted at most walk-in clinics that offer testing.
- The test results should be uploaded to the NYU Mobile app once it is live to record results.
- Employees (admin, clerical, and faculty) will not have to be tested multiple times if there are no signs of infection, but will have to take their own temperature every morning before coming to NYU facilities and record this within the NYU Mobile app.

What happens if a student gets sick? What happens if I get sick?

- The University is preparing with contact tracing using Classroom Office data and follow up with individuals. See the CAES blended classroom Guide for reporting protocols and form. (Teaching in the Blended Classroom)
- The University will follow up with classmates and instructors should their contact tracing deem it necessary based on the specific case of the individual.
- No one who feels unwell should come to class in person!

Will facial coverings be made available for students and employees?

- Yes, the University currently has one location in the Greenwich Village campus and one location in Downtown Brooklyn where anyone can pick up a mask.
- These locations will be expanded within the next few weeks.

Can I teach using a face shield?

- The requirement is to wear a facial covering that fully and effectively covers the nose and mouth. A face shield is not an acceptable alternative to facial coverings. A face shield may be used in addition to a facial covering should you wish.

Will flu shots be offered or required?

- Flu vaccination is highly recommended and is part of NYU’s return plan, but is not required.
- NYU is hoping to continue offering flu vaccinations free of charge as it has in the past.

Questions for CAES:

Will CAES be available for instructional support?

- CAES is always available for instructional support and will be versed in the new classroom AV capabilities.
- Many, if not all, of the anticipated questions regarding classroom technology, will be in the CAES’s Teaching in the Blended Classroom SPS Guide, which will include photos of
typical classroom configurations and AV equipment.

- This Guide will also expand on in-person, blended, and remote instruction for the fall and will address common questions as we approach September.
- The Guide will also address practical questions like taking breaks and beverages with masks.
- Further information regarding remote instruction can be found in the previously released CAES’s Remote Instruction Toolkit.
- SPS faculty always have access to CAES Webinars through CAES’s homepage and are encouraged to contact CAES with questions (caes.sps@nyu.edu or 212-992-9137).

**Student Concerns:**

**What should faculty do if they see a student not wearing a mask?**

- Faculty are encouraged to make expectations for facial coverings clear and known early in the semester (first class or before) in order to mitigate any potential misunderstandings or issues.
- Students will have had to watch an NYU Community Standards Video as well as review and agree to the community standards before returning to campus. More information regarding the University’s COVID-19 Community Standards can be found online.
- Faculty are not however expected to police students. Should a faculty member see a student they can correctly identify, they are welcome to contact Student Affairs or the Office of Student Conduct (contact information above).
- Anyone can report noncompliance confidentially to covidcompliance@nyu.edu. Other information about compliance and reporting can be found on the NYU Return Compliance webpage.

**Will student services still be available?**

- All student services will be available during the fall both at SPS and at the University. Some meetings may be held in person, but most services will move online.