

Classrooms Planning Checklist

Checklist based on the guidance established in the [Emergency Operations Center Final Report](#)

1. Overall Considerations:

These recommendations will be applied to general assignment (GA), departmental classrooms, non-classroom, auxiliary and alternative leased space.

Non-classroom, auxiliary and alternative leased space should be considered last-resort options, with the following factors to be considered:

- Acoustics for learning environment.
- Will transportation be required utilizing buses that can only transport 10 students at a time?
- Seating availability (potential seating may be acquired from another classroom's excess).
- Environmental Services (ES) and Facility Services (FS) staffing will need to be considered and communicated with regarding classrooms in use. At least 2 weeks' notice of return must be supplied to ES.
- Lighting, sound, whiteboards, smartboards and IT will need to be purchased and provided.

2. Spatial considerations:

In general:

- All classrooms will be configured following the guidelines and recommendations set by the EOC committee.
- After room capacities are determined, post capacity signage.
- Post signage regarding social distancing.
- Evaluate ability to keep entry doors open to minimize touches on doorknobs/handles.
- Are visual cues such as floor markings or tape needed to indicate queuing locations, traffic flow direction and to maintain social distancing?
- Evaluate need to hold face-to-face classes online as well.
- Sharing of food and catering will be prohibited.
- Assess the need to repurpose wood and washable chairs for classrooms.

Classroom furniture has the greatest impact on room capacities. Flexible, small-footprint furniture – such as tablet-arm, moveable chairs – provide opportunity for greater student densities. Rooms equipped with larger, less flexible furniture – such as moveable, shared tables or fixed-seat lecture/theater format furniture – require a more generous square footage/student factor. Rooms with fixed tables are the least

efficient.

3. Flow of traffic:

- Use of stairs should be encouraged versus elevators.
- Evaluate ability to have staggered entrance and egress procedures. These should be developed and shared with students and consist of:
 - Spatially staggered entering, proceeding to and filling front row available seating and proceeding to fill the class front to back or vice versa, depending on entrance location.
 - Spatially staggered exiting, back row exits first and proceeds back to front or vice versa, depending on entrance location.
- Address early arrival and congregating before class (discouraged). Provide visual cues to discourage congregating- signage posted or floor decals spaced 6-foot intervals.
- When two entry points are available, designate an entry and an exit.
 - Post signage indicating entrance and exit location on interior and exterior of room

4. Physical Modifications:

- Floor decals spaced at 6-foot intervals placed at entries and exits.
- Signage based on evaluation- staggered entry and exit, social distancing, cleaning and disinfecting, handwashing, etc.
- Unavailable seating designated- bagged, sign placed, or otherwise marked
 - It should not be the expectation that unused seating will be removed from the classroom.
- PPE/disinfection kits available in each GA classroom and shall consist of hand sanitizer, cloth face coverings, disinfection spray and towelettes.
- Evaluate need for plexiglass shielding at lecterns.
- Remove markers/chalk and eraser from whiteboard/chalkboard.

5. Cleaning/Sanitation:

- Hand sanitizer available in every classroom.
- Cleaning and disinfecting supplies provided in all classrooms for both instructors and students to use at their own discretion for the individual spaces they will occupy.
 - Classrooms cleaned one to two times daily.
 - Environmental Services staff will monitor inventory of cleaning and disinfection kits and trash removal throughout the day.
- Water coolers removed from classrooms.

6. Human Behavior:

- Cloth face covering use is mandatory.
- Early arrival and congregating before and after class is discouraged.
- Public announcements made at each large event to remind people of best practices in terms of cloth face covering wearing, handwashing and social distancing in all areas of the building.
- Instructors should monitor and help guide staggered entry and exits.

7. Teaching Laboratories, Shops and Studios:

Due to many teaching laboratories, shops and studios having unique configurations, seating (or lack thereof), equipment and flow of traffic, departments are required to develop a safety plan that addresses how each class in a teaching laboratory, shop or studio will safely address each of the following.

- Ability to maintain social distancing of 6 feet between students and instructors.
- Ability to maintain traffic flow in the room to accommodate social distancing of 6 feet.
- Ability to provide at least one option for washing or sanitizing hands.
- Ability to provide cleaning and sanitizing based on the classroom area guidance (instructors and students responsible for their own spaces).
- Address flow of traffic into and while exiting the classroom.
- Evaluate physical or room modifications required where social distancing cannot be maintained.

Resources:

- PPE, hand sanitizer, and disinfecting supplies requested at <https://uwm.edu/ppe>
- Floor markers/decals and plexiglass requests go to dlhardy@uwm.edu
- Sign library will be available online at: <https://uwm.edu/coronavirus-signage>
- [Emergency Operations Center Final Report](#)
- Fall 2020 Reopening- Campus Planning website <https://uwm.edu/coronavirus/campus-planning/>