

Classrooms: Conduct Recommendations Checklist

Use this checklist to start up academic areas on campus. This checklist may not address every consideration for your area. There are separate guidelines for teaching labs and clinical/practice experiences. Please contact your department with additional questions.

Item	Notes
Physical Distancing	
Ensure that students, faculty and staff do not congregate by classroom entry and exit points.	
Desks have been placed to ensure 6 feet distance between individuals on either side, in front of, and behind. These desks should remain in this configuration.	
Restrict reconfiguring the furniture to accommodate team based learning to ensure social distancing protocol.	
Upon entering and leaving the classroom, attendees are encouraged to walk single file and maintain 6 feet distance where feasible.	
In lecture halls, all students should use only the seats with "Sit Here" signs.	
Faculty should maintain minimum 6 feet physical distance from students while conducting class.	
Face Coverings	
Ensure individuals wear face masks properly while in class and all other areas of campus. For additional information please see the following links: https://www.buffalo.edu/administrative-services/return-to-campus.tabs.safe-workplace.html#face-masks https://www.buffalo.edu/studentlife/who-we-are/departments/conduct/coronavirus-student-compliance-policy.html	
Food	
Food and drink consumption is not allowed in classrooms.	
Touchdown spaces have been designated for students to study and consume food and beverages. For a list of spaces please visit: https://registrar.buffalo.edu/schedules/touchdown-spaces.php Dining areas remain open.	
Communications	
Ensure individuals are familiar with the UB COVID-19 dashboard for updated guidance.	
Ensure occupants have taken completed their daily health check.	
Abide by classroom social distancing occupancy list acceptable behavior and occupancy capacity on posted signs. Ensure occupants are aware of these.	