



VCU

COVID Classroom Checklist

- Classrooms with two doors will have a designated enter only door and exit only door.
- Clean podium and technology upon arrival with a disinfectant wipe provided in the classroom.
- Students must sit in one of the designated seats.
- Remind student to clean seat area upon arrival with a disinfectant wipe provided in the classroom.
- No food or drink in the classroom.
- Students and faculty must wear masks at all times in the classroom.
- If a student enters the classroom without a mask on, gently remind the student to put a mask on. If they forgot their mask, send them to a vending kiosk to obtain a disposable mask. If they refuse to wear a mask and refuse to obtain a disposable one, class must be dismissed, and the student needs to be reported to the Dean of Students via email by the faculty member.
- Faculty should utilize the document camera on the podium instead of the whiteboard to capture information for students joining via Zoom or for Zoom recording.
- Remind student to clean seat area upon departure with a disinfectant wipe provided in the classroom.
- Clean podium and technology upon departure with a disinfectant wipe provided in the classroom.

