This guidance is current as of the date listed herein and is subject to change or as additional information becomes available.
Due to the ongoing pandemic and flu season, our desire to maximize in-person instruction, and the precautionary quarantine period that students from restricted states will be required to complete prior to returning to campus, the College made the decision to delay the start of the spring 2021 semester.

The revised spring 2021 calendar is published on the website. Some highlights are provided below.

- The majority of undergraduate and graduate courses (all full-term courses) will begin on Monday, Feb. 1.
- Course sections in the first 7-week part of term will begin on Jan. 25 with online courses running as planned and any campus-based, 7-week courses meeting remotely for the first week.
- The first Weekend College session will be held on Friday, Jan. 22.
- In an effort to prevent potential spread of COVID-19 due to travel, there will not be a Spring Break (originally scheduled for Feb. 28-March 6).
- Midterm grades are due 3/19. Please consider providing mid-term grades for all of your students to provide them with meaningful and timely feedback.
- Classes will be held throughout the week leading up to the Easter holiday, including Good Friday.
- Final exams will take place beginning Monday, May 3 and will end Friday, May 7.
- All grades are due at noon Monday, May 10. Please note that Blackboard will be unavailable from noon on 5/10 until the afternoon of 5/14. Please carefully plan so that you meet the deadline for grade submission.

Highlights of the Spring 2021 Academic Calendar for Wegmans School of Pharmacy:

- Classes will begin on Monday, Jan 25 and continue through Friday, April 30.
- There will not be a Spring Break.
- Final exams will take place beginning Monday, May 3 and will end Friday, May 7.
- The campus immersion experience for online pharmacy students is tentatively scheduled for May 10-14, but additional details will be forthcoming from the School.
### Course Meeting Times

<table>
<thead>
<tr>
<th>Adjusted Class Start Time</th>
<th>Adjusted Class End Time</th>
<th>Adjusted Class Start Time</th>
<th>Adjusted Class End Time</th>
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</thead>
<tbody>
<tr>
<td>M/W/F, M or W or F</td>
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<td>T/R, T or R</td>
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<tr>
<td>7:45 a.m.</td>
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<td>12:25 p.m.</td>
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<tr>
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<td>M or W or F</td>
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<td>2:40 p.m.</td>
<td>5:45 p.m.</td>
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</tbody>
</table>

**Evening & Weekend Class Times Remain Unchanged:**

- **M or T or W or R evening:**
  - 6:15 p.m.
  - 9:20 p.m.
- **F evening:**
  - 5:30 p.m.
  - 9:30 p.m.
- **F evening GEDA:**
  - 4:30 p.m.
  - 8:00 p.m.
- **Saturday:**
  - 9:00 a.m.
  - 5:00 p.m.
- **Saturday GEDA:**
  - 9:00 a.m.
  - 3:30 p.m.

*Other 'non-standard' class times have been adjusted in some cases.*

*Consult the [Course Search] page to confirm start and end times.*
COVID-19 Classroom Protocols (updated for Spring 2021)

As leaders in the classroom, it is imperative that instructors support compliance with these requirements clearly and unambiguously. In the spring semester, to support our ongoing efforts to provide a safe environment, students have the responsibility of completing and showing faculty the Daily Pass at the start of each class. Faculty have the responsibility of checking that all students have a current, green Daily Pass at the start of each class. The format of the Daily Pass is being adjusted with both the name and date being larger for easier viewing. More information about the Daily Pass will be provided separately. Students are required to follow these protocols as part of their commitment to the Student Code of Conduct and instructors can contact Safety & Security (x8025) for assistance if needed.

To ensure proper social distancing and minimize other risks of virus transmission during face-to-face classroom sessions, the protocols below will be observed by everyone using this classroom until further notice.

Reminder: Before coming to campus/class:
1. Complete your Daily Pass to obtain clearance to attend.
2. Make sure you have your face mask.
3. Use proper hand washing and hygiene.

While in the classroom:
1. Each individual is required to clean their desk/workspace touchpoints before use. Cleaning supplies are provided in each classroom and used supplies must be disposed of in the marked container. If more supplies are needed, contact Facilities Services at 585-385-8256.
2. Everyone in the classroom is required to wear a face mask covering your nose and mouth while in the classroom.
3. Students must show faculty their current, green Daily Pass.
4. Social distance (6-feet apart) must be maintained; occupants must remain spaced apart.
5. If furniture is moved, it must remain 6 feet apart and be returned to its original position before leaving the room.
6. Do not bring extra furniture into the room. If you have a question about room occupancy, please contact the Registrar’s Office, 585-385-8015.
7. Any equipment or materials that are shared during class must be cleaned before each individual uses them.
8. Eating food in classrooms is prohibited.
9. Beverages may be consumed if they are covered.
10. All occupants must practice respiratory etiquette (cover your cough, cough or sneeze into elbow).

When leaving the classroom:
1. Individual workstations and any equipment used are required to be cleaned before exiting.
2. All items brought into the room must be taken out of the room, including any trash generated during the class period.
COVID-19 Face Covering Policy (no updates to this policy)

For the purpose of this policy, a face covering means a fabric covering/mask or disposable mask that covers the wearer’s mouth and nose.

1. Anyone on campus will be **required to wear a face covering at all times**, with the following exceptions:
   a. When a person is outside and 6 feet of social distance can be maintained between individuals.
   b. When a person is alone in an office or breakroom with the door closed
   c. When a student is alone or with their assigned roommate in their residence hall room
   d. When eating and drinking in approved, designated areas: Social distancing must be observed and face coverings may be removed while seated for eating and drinking. Face coverings must be immediately put back on after eating/drinking.

2. **Face masks with valves are prohibited.** (While masks with valves are effective at protecting the wearer from pathogens, they do not protect others as large respiratory droplets can be released through the valve and potentially spread viral particles to others.)

3. Each student, faculty, and staff member will be provided with 2 fabric face masks, and can choose to wear other face coverings and masks that comply with this policy.

4. Disposable masks will be provided by the Office of Safety and Security when a fabric mask is forgotten.

5. Alternative face coverings may be provided or required in specific classes (i.e. labs, ASL classes) based on their requirements.

Students are required to follow this policy as part of their commitment to the Student Code of Conduct. Faculty and Staff are required to follow this policy per the Employee Handbook.

Using a face covering properly:
- Your face covering must cover your nose and mouth.
- Remove your mask by the elastic or tie bands and do not touch the front of the mask.
- After removing your face covering, be careful not to touch your eyes, nose and mouth. Immediately wash your hands with soap and water or use a sanitizing liquid to clean your hands.
- Once removed, put your fabric face covering into a plastic bag until it can be washed. Paper masks should be disposed of immediately after use.
- Carry a backup mask in case your mask gets wet or soiled.


Cleaning a fabric face covering:
- Masks should be washed daily, if worn.
- Hand-wash your mask in a sink, blot with a towel and allow to air dry.
- Use hot water and soap/detergent. Bleach is not recommended.
Important Classroom Checklists

Checklist: Beginning of Class

☐ Remind everyone to sanitize their hands before and after handling materials.
☐ Using cleaning materials provided, wipe down instructor station, keyboard, document camera.
☐ Remind students to wipe the top and sides of their desk and sides of chairs with provided materials.
☐ Check to see that students have a current, green Daily Pass.
☐ Remind students that they can take bathroom breaks during class.
☐ Sign into Zoom on computer and check in with remote students.
☐ Begin recording class via Zoom.

Checklist: End of Class

☐ Stop recording class via Zoom.
☐ Sign off with Zoom students, end Zoom session, and log out of computer.
☐ Return furniture to designated position, if anything has been moved.
☐ Remind everyone to sanitize their hands before and after handling materials.
☐ Remind students to wipe the top and sides of their desk and sides of chairs with provided materials.
☐ Using cleaning materials provided, wipe down instructor station, keyboard, document camera.

Checklist: After Class

☐ Hold Zoom meeting with any students and/or address concerns.
☐ Review and publish class Zoom recording. Password for the recording must be shared with the class.
The COVID-19 pandemic has compelled each of us to adapt and evolve with changing circumstances, providing an opportunity for our community to exemplify the characteristics of Goodness, Discipline, and Knowledge that contribute to the mission of St. John Fisher College. As we return to campus for the spring semester, we will continue to be guided by the principles established by the College, focusing on the health and safety of every member of the Fisher community. In addition, we all must do what we can to complete the academic semester together on campus. We will commit ourselves to the values articulated in the Fisher Creed to guide us through these challenging times, as well as affirm our commitment to the institution and each other. With this in mind, all members of our Fisher community commit to the following Cardinal Health and Safety Pledge.

I, as a member of the Fisher community, am committed to doing my part to mitigate all health and safety risks on campus. I hereby attest my understanding of and responsibility to the following statements and action:

- I acknowledge my individual responsibility in keeping my community safe and healthy both on and off campus while acting in any capacity. This includes but is not limited to time spent inside and outside of our classrooms/workspaces and our living spaces during academic, social, extracurricular, community service, and other activities.
- I will adhere to the de-densifying efforts (e.g., social distancing, limited capacity, etc.) and health and safety measures (good hand hygiene, respiratory etiquette, cleaning protocols of desk/workstation upon entry and departure, etc.), and comply with the College’s Access and Visitors Policy.
- I will consistently and honestly complete the Daily Pass and comply with any resulting instructions.
- I will comply with all College testing requirements applicable to me.
- I will cooperate with the contact-tracing process (State and County Departments of Health and College) by providing accurate information.
- I will comply with all isolation or quarantine requirements imposed by State and/or County Departments of Health and the College.
- I will properly wear a face covering and practice social distancing on and off-campus, as required by the College and local/state health authorities.
- I will contact the Health and Wellness Center (if I am a student); or my supervisor (if I am an employee), immediately if I test positive for or experience symptoms that are consistent with the COVID-19 virus as listed by the Centers for Disease Control and Prevention (add hyperlink).
- I will report any activity I witness that violates this code of conduct to either the Office of Safety and Security or via the anonymous COVID form.
- I will be mindful of and follow the College’s guidance on personal travel for the duration of the travel advisories issued by both New York State and the Centers for Disease Control and Prevention.
- I understand that my failure to comply with College policies and procedures will not only lead to increasing the risk of COVID-19 spread, but also could lead to serious consequences as determined by the College administration. The consequences of these actions will include but are not limited to academic probation, athletic probation, suspension or other sanctions.

I firmly acknowledge that adherence to these guidelines will serve to protect myself and the entire St. John Fisher College community and will maximize our ability to remain on campus throughout the semester. I accept responsibility for my actions and will do my best to prevent the spread of COVID-19.
Course Preparation & Syllabus Guidelines

GENERAL REQUIREMENTS FOR SPRING 2021:

As stated in the SJFC concise mission statement, St. John Fisher College is a collaborative community dedicated to teaching, learning, and scholarship in a student-centered educational environment. Student engagement is essential to all instructional modalities and is at the core of a Fisher education. Instructional activities are designed to promote interaction between a student and instructor, as well as among students. All instructional modalities must meet the same quality standards.

Faculty must prepare for simultaneous delivery of classroom content to students who are participating in-person and remotely from the start of the semester. In addition, faculty are encouraged to prepare so that they can be ready to pivot seamlessly to different instructional delivery modalities. This pivot could be due to the need for a faculty member to be quarantined because of exposure, or because of a larger campus-wide event.

Faculty are required to use Blackboard (Atrio for the online pathway in Pharmacy) for all course sections to disseminate course materials regardless of the instructional modality.

Using a single, common learning management system is important for several reasons:
- students may need to quarantine or not come to class because of illness;
- easy access of course materials by faculty who are serving as secondary instructors;
- effectively reducing paper handling; and,
- a smooth transition to remote/online instruction if mandated by the county/state.

If a faculty member is also using the Google platform and/or textbook resources (e.g., CourseMate), appropriate links should be embedded within the Blackboard course.

To support students who are not able to attend a class and need to review course material, faculty must record live class sessions through their Zoom meeting set-up. Several tutorial videos are available to faculty to assist with Zoom.

A successful semester will greatly depend on the level of engagement we can provide to students. We ask all to consider the multiple ways that you can engage with students – face-to-face, virtual/Zoom, email, etc., and ask you to extend yourselves to students as much as you can (and as safely as you can). Please remember, remote students are not allowed to come to campus for office hours so they will need a Zoom option.

To maximize engagement with students, all faculty must include their office hours on their FisherLink institutional profile using the General Overview text box. Faculty may also allow students to make appointments using FisherLink, and this directly integrates with an individual’s Outlook calendar. Several tutorial videos are available to faculty in the Help section of FisherLink.
SYLLABUS REQUIREMENTS:

There are several required elements to be included on all syllabi in the spring 2021 semester:

- COVID-19 Classroom Protocols
- College Policy Concerning Students with Disabilities
- Statement on Academic Integrity
- Course Netiquette for Remote & Online Learners
- Required Zoom Course Information
- Required Zoom Office Hour Information

All italicized statements highlighted yellow in this section must be included on all syllabi for the spring 2021 semester.

COVID-19 Classroom Protocols
Instructors must include the statement below on all syllabi (excluding online courses). In addition, instructors may choose to include the COVID-19 Classroom Protocols and/or the COVID-19 Face Covering Policy in their syllabi. Depending on the nature of the course, instructors may add other requirements (e.g., directional guidance in laboratories). Students are expected to follow established policies as part of their commitment to the Student Code of Conduct.

COVID-19 Classroom Protocols
In keeping with St. John Fisher College’s community of caring, everyone is required to adhere to the COVID-19 Classroom Protocols posted in each learning space. This includes completing the Daily Pass prior to coming to class, wearing a face covering, maintaining social distancing guidelines, and disinfecting your desk/workspace. These are evidence-based practices that mitigate the risk of spreading the virus. All of us contribute to the safety and well-being of each other by our consistent efforts.

Student Accessibility Services
Please update your statement regarding student accommodations. The sooner students reach out to Student Accessibility Services with their questions or concerns, the easier it will be to assure their access and let you know if there are any special considerations for you to keep in mind.

College Policy Concerning Students with Disabilities
St. John Fisher College has a continuing commitment to providing reasonable accommodations for students with documented disabilities. Like so many things this spring, the need for accommodations and the process for arranging them may be altered by the COVID-19 changes we are experiencing and the safety protocols currently in place. Students with disabilities who may need some accommodation in order to fully participate in this class are urged to contact the Student Accessibility Services Office, as soon as possible, to explore what arrangements need to be made to assure access. During the spring, 2021 semester, the Student Accessibility Services Office can be reached by phone (585-385-5252) and email (sas@sjfc.edu). Additional information can be found at https://www.sjfc.edu/student-life/student-accessibility-services/.

Required Statement on Academic Integrity
All syllabi must include the statement on academic integrity.
Course Netiquette for Remote & Online Learners

All syllabi must include Course Netiquette for remote and online learners. Etiquette in an online environment is typically referred to as “netiquette,” and the same guidelines are important for remote and online learners to follow. Many components of proper etiquette are the same whether you are engaged as a student in-person, as a remote learner, or as an online learner. However, there are certain items that are especially important to remember in the remote/online environment that you may not otherwise consider.

Here is language to include on your syllabus:

**Course Netiquette**

Remote and online learners should review the list of items below and remember to follow these guidelines in your course interactions.

- Be polite, respectful and kind to others at all times. Don’t say anything that would be inappropriate to say to another student in a face-to-face class setting.
- Don’t use ALL CAPS in messages posted to your classmates. This indicates that you are shouting.
- Use proper spelling and grammar in your communications — don’t use texting abbreviations (brb, lol, etc.)
- It is ok to use emoticons to express your feelings, but use them sparingly.
- You may use an informal tone in email and discussion posts in your class. However, you should always write in a professional manner. Formal writing should be used for papers, projects and large assignments.
- Use meaningful and concise subject lines for emails and discussion threads.
- Do not expect an instantaneous reply from the instructor or other students. Please be patient.
- Dress appropriately, the same as you would for a face-to-face class, for any live class sessions or video recordings you share with the class.
- Be aware of your surroundings when on camera, including what is behind you and who may be traveling behind you. Find a location where you can sit while in live class sessions that is private, quiet and free from distraction, both for you and for your classmates who can see what is in your background.
- Make sure you are sitting upright (not lying down) and the webcam is providing a proper view of your face. Back lighting (a light source behind the camera, not behind you) can also provide a better visual via the web cam.
- Use an appropriate virtual background to hide your background from view if needed.
- It is best to use single-sign on to log into Zoom before a session. Make sure your name appears correctly in the participants list. You may ask the instructor for the option to rename yourself to be turned on if it is not accurate. You should never use a name other than your own to enter a live class session.

**Required Zoom Course information on all Syllabi**

All syllabi must include Zoom meeting information for the course. Faculty can create a recurring Zoom meeting through Blackboard with a single meeting ID that can be used for the entirety of the semester. When setting up the meeting, faculty will need to use the waiting room function or require a
passcode. Zoom will be used for remote learners and hyflex classes as needed. Faculty should record Zoom meetings to support students who are not able to attend and need to review course material following live sessions.

**Office Hours**

All syllabi must include Zoom meeting information for virtual office hours. The size of most faculty offices creates a situation in which social distance cannot be maintained. Therefore, alternative meeting spaces, both physical and virtual environments, should be utilized. There are a number of classrooms that are too small to be utilized for courses and may be available for use by faculty by appointment. Once room scheduling is completed and space availability is known, this option will be communicated to faculty and reservation capabilities enabled if possible. Faculty can create a recurring Zoom meeting through Blackboard for individual office hours.

**ADDITIONAL SYLLABUS CONSIDERATIONS:**

**Attendance & Participation Considerations**

Attendance and participation are two separate components to learning. If students experience possible indicators of illness or if they have been exposed to someone who has tested positive or has symptoms of COVID-19, they cannot come to class. Face-to-face classroom attendance should be “no-harm” so that students do not feel compelled to come to class in the above situations. If faculty plan to include participation as a metric in grading, both in-person and remote participation should be considered. Participation should be defined by the faculty before the start of the semester and include active involvement in the classroom and through Zoom. This guidance does not impact participation requirements in any course.

**Diversity, Equity & Inclusion**

While not required, suggestions for syllabus language specifically focused on diversity, equity and inclusion could be added to clarify your commitment to diversity. Useful guidelines can be found at the Brown University Teaching & Learning Resources page (https://www.brown.edu/sheridan/teaching-learning-resources/inclusive-teaching/statements).

**Paper Use**

Due to the possibility of virus transmission through the exchange of paper in the classroom, this practice is strongly discouraged. All faculty are expected to use Blackboard as the primary learning platform to serve as a central repository for course materials, as well as facilitate student discussion and communication. Google apps can also be an excellent mechanism for collaboration during and outside of class time. Encourage students to bring their personal devices (i.e., laptop, tablet) to class to facilitate class participation.

**Shared Instructional Materials**

Because there is a risk of transmission of SARS-CoV-2 from contact with virus-contaminated surfaces, special attention is required when using shared instructional materials to minimize the risk of infection. Examples of shared instructional materials include dry erase markers, manipulatives (e.g., for teaching math), models (e.g., bones for learning anatomy), clickers, and books.

We encourage faculty who have used shared instructional materials in the past to consider how they can best meet learning goals while minimizing infection as they plan their teaching and learning activities in the spring.
Here are some things to think about:

1. Materials could still be shared by multiple individuals if they can be disinfected between uses. Classrooms will be outfitted with disinfectant and wipes that would be suitable for disinfesting many solid, non-porous surfaces.

   - Be explicit about the disinfection protocol and incorporate it into the use of the shared materials (e.g., enlist the students in disinfecting the objects before and after use).
   - Encourage hand washing or the use of hand sanitizer before and after handling objects.
   - Remind students to avoid touching their faces.

2. An alternative to disinfecting an object is to store it between uses for a period of time that is sufficient to ensure that no infectious virus remains. According to the NIH and research published in the New England Journal of Medicine, SARS-CoV-2 can survive on cardboard for up to 24 hours and for up to two to three days on plastic and stainless steel.

3. Consider having students acquire and use their own individual instructional materials. For example, you could require students to obtain their own whiteboard markers or individual manipulative kits that only they will use rather than sharing a common pool of materials.

4. There may be alternative learning activities that could be substituted for those involving shared objects. For example, using a document camera or iPads so that students can project their work to the class instead of having students share white board markers and write on a common whiteboard.