

MARQUETTE UNIVERSITY

Fall 2020 – Guidance for Instructional Spaces

BEFORE CLASS BEGINS:

1. General pool classrooms are accessible M-F 8:00-5:00 with MUID.
2. Instructor cleans work area.
3. Student provides COVID Cheq verification.
4. Remind students to wipe down their space before taking a seat. Students should dispose of the wipe when leaving class to avoid congregating at the trash can.



DURING CLASS:

1. Students and instructors must wear masks at all times.
2. No food or beverage in class with exception of water bottles.
3. Instructors should use their own supplies, such as markers for whiteboards.
4. Digitally post all handouts—avoid passing out papers.



AFTER CLASS:

1. Dismiss students by row, starting with the closest to the door.
2. Ask students to exit single file and maintain a 6-foot distance.
3. Remind students to dispose of their wipes in a trash can upon exit.
4. Instructors should wipe off door handle upon exit.

OTHER THINGS TO KNOW

CAPACITY LIMIT SIGNS

All rooms are marked with capacity limit signs. Do not exceed the posted capacity.

SEATING ARRANGEMENT

Do not move or rearrange furniture or exceed the posted limits. Seating has either been reduced or spaces marked.

DISINFECTING WIPES/HAND SANITIZER

Individual packages of wipes are being provided to all students/faculty/staff and additional packages are available as needed. In addition, a spare package of disinfecting wipes and some spare masks are in general pool classrooms in the Smartcarts. If a general pool room is low on these supplies, please contact FP&M. If you are in a departmental space and need additional supplies, please contact the college office.

Hand sanitizer stations are available throughout buildings.

DRINKING FOUNTAINS

Auto refilling stations on drinking fountains are available and labeled. The bubbler component of drinking fountains should not be used at this time.

VIRTUAL LEARNING / STUDY SPACES

Students can visit:

<https://www.marquette.edu/central/registrar/how-do-i-find-virtual-learning-and-study-spaces.php> to

identify spaces that are available throughout campus for virtual learning and quiet study.

CIRCULATING IN BUILDINGS

Stairs are marked (where permissible by code) to designate up or down travel, or to indicate keeping to the right side of the stairs. Signage has been placed at elevators indicating the reduced capacity of the elevator cab. Separate entry and exit doors to buildings have been designated (where permissible by code).

RESTROOMS

Restroom fixtures have been marked “do not use” to achieve physical distancing in cases where the fixture count could be reduced while adhering to building codes.