COVID Student-related Policies
at IU McKinney
(Subject to Change\(^1\))

Completing the Community Responsibility Acknowledgement (CRA)
• All students must complete the CRA before returning to campus. The form can be found at https://iu-cra.eas.iu.edu/online

Student Mask Requirements
• Students (as well as all faculty, staff, and visitors) are required to wear masks in the building and the classrooms, and to maintain a 6-foot social distance.
• Plastic face shields can be worn, but the shields must be worn with a mask.
• Additional guidelines and information are available at https://news.iu.edu/stories/2020/06/iu/19-safety-officials-share-reminders-cloth-face-coverings-required-on-all-campuses.html

Protocol for Arriving at and Leaving the Classroom
• Students should arrive in the classroom before the class begins and may leave only after the instructor has left the room.
• Students are encouraged to contact the instructor via email about any questions that were not addressed in class and should not engage in after-class discussions. (Instructors teaching face-to-face classes should arrive in class immediately before class time and leave immediately after class ends.)
• Note: At this time, IUPUI does not require a special procedure for entering and exiting the classroom.

Seating in the Classroom
• The seats in all classrooms have been arranged in socially distanced format. Students must maintain that format, and cannot move chairs from the socially distanced arrangement.

Eating in Class
• All persons are required to wear masks throughout the class period; and may not eat or drink during classes.

Cleaning the Space Around your Seat
• Before and after class, each student is encouraged to wipe the area around their seat - desk, seat handles, and other high touch areas. There will be disinfectant and paper towels in the classroom for this purpose.

\(^1\) Governmental or university action, or health and safety best practices may require adjustments to the policy below.
Attendance and Participation

- In face-to-face classes, students will be assigned to specific seats. Instructors will prepare a seating chart to which students must adhere. This will help with tracing in the event of a positive COVID-19 case.
- IUPUI COVID policies state that instructors should not use attendance as a graded component or incorporate attendance into other grade-factoring components (e.g., participation). This is intended to be consistent with the requirement that students do not attend class when sick.

Class Handouts and Initial Reading Assignments

- All handouts will be made in e-format: Instructors have been encouraged to ensure that the first week or two of class readings are scanned into their Canvas/TWEN course websites.
- Other class handouts will be posted on the course website prior to (or following) class.
- Some instructors may provide handouts in the classroom. However, such handouts will not be passed from student to student.

Protocol for Students Showing Up Without a Mask in the Classroom

- The instructor will ask the student to put on a mask. If the student does not have a mask, the instructor will ask the student to go to the security desk at the law school’s main entrance to pick up a disposable mask.
- If the student refuses to wear a mask, the instructor will ask the student to leave the classroom. The instructor will report the student to the Office of Student Affairs.
- If the student refuses to leave, the instructor has the right to dismiss the class. The instructor will report the student to the Office of Student Affairs. Such conduct may result in a violation and be a character and fitness issue.
- **Note:** Multiple refusals by the student will result in administrative withdrawal with no tuition/fee reimbursement.

Recording Synchronous and Face-to-Face Classes

- All face-to-face classes and synchronous classes will be recorded by Zoom or by audio-recorder, based on the instructor’s exercise of discretion.
- Instructors will only be expected to share a recording of a face-to-face or synchronous class with a student who is sick.

Meetings with Instructors Outside of Class and Staff Members

- Instructors will not meet with students in their offices.
- Instructors will arrange to meet with students online via Zoom or some other online method.
- Instructors will not meet with students in groups where physical distancing cannot be maintained.
- Many appointments with student services professionals will be virtual. Please plan to schedule virtual appointments.
Quizzes and Exams

- Quizzes and exams in online and synchronous classes will be administered online.
- All quizzes and exams in face-to-face courses to be conducted outside of class time must be administered online.
- All final exams will be online.

If a Student Falls Ill or Believes that They Have Been Exposed to the Virus

- If students are ill, are exposed, or believe that they have been exposed to COVID-19, they must self-quarantine for 14 days.
- Students must not return to the classroom until they feel better if they have not tested positive for COVID-19.
- If students have tested positive for COVID-19, they must:
  - Stay home for the quarantine time recommended by their healthcare professional. Do not come to campus.
  - Notify the IU Medical Response Coordination Team at covid19@iu.edu and Assistant Dean Chasity Thompson.

If a Student or Instructor is Diagnosed with COVID

- If instructors are notified of a potentially infected class member, instructors may be asked to identify students sitting near the student in the classroom.
- The classroom will be taken “offline” for 24 hours for “extra deep cleaning.” Classes that meet in the classroom during this “offline” period will be notified via IU issued email system. These missed classes will be taught through synchronous or asynchronous mechanisms, unless the instructor is able to find an alternative classroom to hold class.

Testing Costs

- Screening and surveillance tests will incur at no charge to test takers.
- Symptomatic testing:
  - Individuals with insurance -- will be billed for through IU Health.
  - Individuals without insurance -- IU will be billed.

Changing the Delivery Format of the Course

- Students will be informed of any change in delivery format.
- Note that instructors may be required to teach their classes in a different format temporarily or permanently due to a governmental order, COVID outbreak on campus, or a positive case that necessitates face-to-face class sessions be delivered online.

Communications to Students

- The Office of Student Affairs is communicating with students regarding the mask-wearing requirement and other COVID-related policies while in class and in the building.
Building & Library Access
- The law school building will be open to the public as of August 3, 2020. All persons in the building must be masked and must observe social distancing guidelines.
- Access to the Library is limited to McKinney students, staff, and faculty.
- Students may not eat or drink in the library.

Cafeteria
- The cafeteria will not be open during the fall semester.

For additional details about COVID resources, see https://mckinneylaw.iu.edu/coronavirus/index.html

We will continue to send all students periodic updates with information and resource links. Please ensure that you continue to read them.