**FACE-TO-FACE (F2F) TEACHING LABORATORY/DESIGN**

**COURSE SAFETY PLAN**

*7/27/2020*

*This form should be completed by instructors fall all laboratory and design courses that include a face-to-face component. Once completed please submit the form to your department chair or program director.*

**Course Number and Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructor(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**1. Briefly describe the types of F2F activities.**

**2. What procedures will be in place to minimize the likelihood of COVID-19 transmission? For example, how are you managing such things as sanitizing shared equipment, maintaining social distancing in group activities, etc.**

**3. Under some circumstances students may be allowed to work together at distances of less than six feet. If you plan to include such activities please briefly explain why this is necessary and the additional safety measures you will take to protect students. Note that any such activities need to be of short duration (<15 minutes) and detailed records must be kept in the event that contact tracing is necessary. Please indicate your plan for keeping such records.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor signature

I approve this plan.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Department chair or program director printed name and signature

*The department chair or program director should submit the approved form (electronically) to either the Dean of Arts and Sciences or the Dean of Engineering, depending on the discipline.*