

FALL 2020 CLASSROOM PRACTICES, PART 2

Dear Colleagues,

One more email before we launch into our new semester and new experiences. I have a few last minute notes to share with you (and I will likely be sending follow-up emails over the coming weeks).

First, each classroom will have a disinfectant spray solution available; instructors are asked to spray desks, tables, and chairs after the end of their classes. I have been told that this only takes a moment or two. The solution just needs to be sprayed and left to sit for five minutes. There is no need to wipe anything down. The solution requires very little effort and there is less paper towel waste.

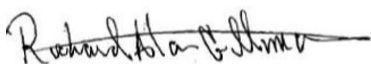
Second, academic departments received a supply of emergency masks over the last two days. Since faculty and students are expected to have personal supplies of masks, these are to be used only in limited situations. Additional PPE is being delivered to STEM departments as they arrive on campus.

Third, I ask that you send a pdf of your assigned seating charts to [registrar@valpo.edu](mailto:registrar@valpo.edu) to assist in our contact tracing protocols. The University's protocol on contact tracing and quarantines as it relates to instructional settings is attached ([Faculty Overview - Positive Student & Follow-Up Steps](#)).

Finally, for reference, I have attached two documents ([Positive Student or Staff - Higher Education](#) and [Higher Ed Quarantine](#)) that I recently received which were prepared by the Indiana State Department of Health as guidance to colleges and universities as they reopen this fall.

I look forward to seeing all of you at Opening Convocation on Sunday evening!

Sincerely,



**Richard Alan Gillman**  
Interim Provost



OFFICE OF THE PROVOST

219.464.5310 - KRETZMANN HALL, 1700 CHAPEL DRIVE, VALPARAISO, IN 46383-6493  
USA - [valpo.edu/provost](http://valpo.edu/provost)