SUMMARY OF CONSIDERATIONS AND RULES FOR FALL OF 2020:

FREQUENTLY ASKED QUESTIONS:

What changes have been made to classrooms and the schedule?  
How can I view the official fall schedule? Why are there discrepancies between what I see in MyUI and the documents you have shared?  
What are these “odd” and “even” weeks? How do I know which is which?  
What if my online class meets just before or after my in-person class and I have a long commute?  
Will there be a seating chart for in-person classes?  
What additional supplies will I need to be successful this semester?  
Will pass/non-pass be a grading option this semester for courses with letter grades?  
How often will the facility be cleaned?  
If I have a health concern and want to take all of my courses online/remotely this fall, what do I do if there are in-person sessions?  
What about student organization meetings?  
Where can I eat my lunch?  
How do I meet with faculty and staff?  
How can I create a Zoom meeting?  
What do I do if I am exposed to COVID? What do I do if I have symptoms consistent with COVID? What do I do if I test positive for COVID?  
What are the classroom expectations for students and faculty?  
What happens if a student doesn’t comply with expectations?  
Where can I find more information on the campus plan for COVID-19?

If you have any questions please contact anyone in the Office of Professional Education (pharmacy-ope@uiowa.edu).

As the COVID-19 Pandemic constantly evolves, please understand this information continues to be subject to change. We recognize the appreciate the cooperation and flexibility of our entire Pharmacy Family.
**SUMMARY OF CONSIDERATIONS AND RULES FOR FALL OF 2020:**

- **Masks with or without face shields** must be worn by everyone at all times in all areas in our buildings (CPB and PHAR), unless you are in a private office alone. You will receive a return-to-learn kit with masks and a face shield.
  - Skills lab: 143, 151, 155, 157: Mask and Face Shield required
  - All other classrooms and all public spaces: Mask with or without a face shield required
  - In all areas of the Pharmacy Practice Learning Center, a mask and face shield are required.

- **Traffic flow guidance** in the entries/exits, hallways, and classrooms will be forthcoming via signs posted in the building and updates to this document.
  - Each stairwell will be designated one-way (either up or down).
  - Doors will be designated as entry or exit.
  - Elevators will be restricted to 1-2 persons.
  - Hallways will be directed in one-way flow
  - Restrooms will not have specific limitations but remember to follow social distancing.

- Most classes have been moved to larger rooms to accommodate social distancing needs, as required by University policy.

- University policy requires those courses with enrollments of 50 and up to be 100% online. However, for the College of Pharmacy exceptions have been granted, which will be noted later in our schedule. See Fall 2020 Course Schedule.

- The class schedule was adjusted to allow for hybrid delivery of courses (i.e., using both online and in-person instruction) and decreased number of people in the building at one time. This has resulted in slight changes to the class schedule. See Fall 2020 Course Schedule.

- Per University of Iowa policy, all Fall 2020 classes will finish remotely after Thanksgiving, and all final exams will be remote. No decisions have been made for spring 2021.

- The PBA hold-blocks will be used throughout the semester for Foundations of Pharmacy Practice I and Applications of Pharmacy Practice I and III. You will receive more information during the first week of classes. Until then, please do not schedule anything during that time period (8:30 am-5:30 pm).

- Large classes that are split across two rooms will utilize a rotating system for “odd” and “even” weeks. A student’s PODS (Professional Outreach and Development Societies) placement determines which students will be in 210 or 110AB. This permits more courses to be taught in person in the limited large classrooms and allows opportunity for each student to more closely engage with faculty. See Table 1 below.

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**Don’t Forget!**

Complete The Steps Forward: Student Transition During Time of COVID-19 (30-minute program) (Reminders in MyUI and ICON, Available August 3.)

1. Your role in returning to Campus
2. COVID-19 Myths and Facts
4. Post-test
5. Acknowledgement
**FREQUENTLY ASKED QUESTIONS:**

**What additional health and safety measures have been added?**

*Masks with or without face shields* must be worn by everyone at all times in all areas in our buildings (CPB and PHAR), unless you are in a private office alone.

- **Skills lab: 143, 151, 155, 157:** Mask and face shield required
- **All other classrooms and all public spaces:** Mask with or without face shield required

*Traffic flow guidance* in the entries/exits, hallways, and classrooms will be forthcoming via signs posted in the building and updates to this document.

- Each stairwell will be designated one-way (either up or down).
- Doors will be designated as entry or exit.
  - CPB Covid-19 Entrance and Exit doors
    - ENTER ONLY, ENT 1, ENT 2, ENT 3 (West side of the Building)
    - EXIT ONLY, ENT 6, ENT 7, ENT 8 (East side of the building)
  - PHAR Covid-19 Entrance and Exit doors
    - ENTER ONLY, ENT 3A
    - EXIT ONLY, ENT 3B
- Elevators will be restricted to 1 person.
- Hallways—When possible, please adhere to this one-way flow through the building following signs. While utilizing the hallways, please keep to one side, like when driving.
- Restrooms—More info to come.

**What changes have been made to classrooms and the schedule?**

The class schedule was adjusted to allow for hybrid delivery of courses (i.e., using both online and in-person instruction) and decreased number of people in the building at one time. This has resulted in slight changes to the class schedule. [See Fall 2020 Course Schedule.](#)

Per University of Iowa policy, all Fall 2020 classes will finish remotely after Thanksgiving, and all final exams will be remote. No decisions have been made for spring 2021.

The PBA hold-blocks will be used throughout the semester for Foundations of Pharmacy Practice I and Applications of Pharmacy Practice I and II. You will receive more information during the first week of classes. Until then, please do not schedule anything during that time period (8:30 am-5:30 pm).

Large classes that are split across two rooms will utilize a rotating system for “odd” and “even” weeks. A student’s PODS (Professional Outreach and Development Societies) placement determines which students will be in 210 or 110AB. “Odd” and “even” weeks are defined in the table below. (Table 1, page 5)

**How can I view the official fall schedule? Why are there discrepancies between what I see in MyUI and the documents you have shared?**

There will be a period when the schedule information displaying in MyUI is not yet updated, as it is dependent upon the central University updating College of Pharmacy courses and thousands of other course offerings across campus.
Please see the PharmD class schedules posted here: https://pharmacy.uiowa.edu/students/professional-graduate-programs/pharmd-programs/class-schedules

What are these “odd” and “even” weeks? How do I know which is which?

Many courses are offered in a flexible format where some in-person time in the building is provided for learning (i.e., Foundations of Pharmaceutical Sciences and Integrated Pharmacotherapy courses). “Odd” and “even” weeks are defined in the table below. (Table 1)

In order to spread the full class across two classrooms, we will be rotating by PODS (see table below). This will allow you to be seated at least 6 feet apart and provide for both in-person and online learning.

For classes, Room 210 will host the instructor in-person and room 110AB will livestream the slides and/or video on the large screens. All students in both classroom will listen to the instructor via Zoom with a headset and will be able to communicate through Zoom to ask questions or respond to queries from the instructor, and to participate in small group discussion, active learning, or work through Zoom breakout rooms.

For exams, you will go to your designated classroom to take your exam.

<table>
<thead>
<tr>
<th>TABLE 1: EVEN AND ODD WEEKS</th>
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</thead>
<tbody>
<tr>
<td><strong>Dates</strong></td>
</tr>
<tr>
<td>&quot;Odd&quot; Weeks</td>
</tr>
<tr>
<td>Week 1 (Aug 24-28)</td>
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<tr>
<td>Week 3 (Sept 7-11)</td>
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<tr>
<td>Week 5 (Sept 21-25)</td>
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<tr>
<td>Week 7 (Oct 5-9)</td>
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<td>Week 9 (Oct 19-23)</td>
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<tr>
<td>Week 11 (Nov 2-6)</td>
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<tr>
<td>Week 13 (Nov 16-20)</td>
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<tr>
<td>&quot;Even&quot; Weeks</td>
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<tr>
<td>Week 2(Aug 31-Sept 4)</td>
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<tr>
<td>Week 4 (Sept 14-18)</td>
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<tr>
<td>Week 6 (Sept 28-Oct 2)</td>
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<tr>
<td>Week 8 (Oct 12-16)</td>
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<tr>
<td>Week 10 (Oct 26-30)</td>
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<tr>
<td>Week 12 (Nov 9-13)</td>
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<tr>
<td>After Thanksgiving Break Weeks</td>
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<tr>
<td>Week 14 (Nov 30-Dec 4)</td>
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<tr>
<td>Week 15 (Dec 7-11)</td>
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<tr>
<td>Finals Week</td>
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<tr>
<td>Week 16 (Dec 14-19)</td>
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</tbody>
</table>

What if my online class meets just before or after my in-person class and I have a long commute?

We will attempt to reserve online overflow classroom space for those students who are taking an in-person course in the CPB or PHAR buildings immediately before or after an online course, who do not have enough time to travel.

<table>
<thead>
<tr>
<th>Class</th>
<th>Overflow Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1</td>
<td>252 CPB, 254 CPB and 256 CPB on Wednesdays form 830am-330pm on exam days 252 CPB and 254 CPB on Thursdays from 8-1030am</td>
</tr>
<tr>
<td>P3</td>
<td>254 CPB, 258 CPB, and S538 PHAR on Tuesdays</td>
</tr>
</tbody>
</table>
Will there be a seating chart for in-person classes?

Students will select their seat on the first day of class in each room and will utilize that seat for all in-person classes and exams for the fall semester.

What additional supplies will I need to be successful this semester?

Technology

You are required to have following items in order to fully participate in class sessions:

- Headphones/earbuds with built-in microphone. Make sure any wireless devices have at least 6 hours of battery life. A backup wired device is recommended.
- Web camera

See updated technology requirements (https://pharmacy.uiowa.edu/pharmd-student-technology-requirements)

Personal protective equipment

You will be provided a return-to-learn kit from the university with two reusable face masks, one face shield, two disposable face masks, and hand sanitizer. You may decide to purchase additional facemasks, if desired.

Will pass/non-pass be a grading option this semester for courses with letter grades?

Not currently.

How often will the facility be cleaned?

Facilities Management will continue to clean classrooms and common areas each evening. Students should clean desks area before and after use with cleaning supplies. Students will also want to clean common areas before and after use such as the kitchen, tables in study spaces, etc.

Cleaning supplies will be provided for classrooms, but you may bring your own (consider fragrance-free) for use in classrooms and/or common spaces.

If I have a health concern and want to take all of my courses online/remotely this fall, what do I do if there are in-person sessions?

We will do our best to meet your needs, however, there are some activities that must be done in-person and cannot be reproduced online or remotely. We will do our very best to limit your contact with others and use additional protective equipment as needed for you to meet the outcomes of the course.

In order to receive online/remote instruction for as much as possible, you must complete the application here: https://sds.studentlife.uiowa.edu/fall-2020/covid-19-temporary-learning-arrangements/
What about student organization meetings?
At this point, the university is requiring that all events of 50 or more attendees be hosted online via Zoom. Furthermore, the university has requested that most meetings take place online to reserve classrooms for course use. If your organization would like to host a meeting for a group smaller than 50, please book using the Outlook calendar request to book a room.

Where can I eat my lunch?
Class schedules have been designed to limit the need for students to be on-site during the lunch hour, however, if you find yourself on campus during mealtimes, you may consider the following locations:

- Outside, maintaining social distancing recommendations
- Spread out in the lobby, public spaces, or PODS area, please be at least 6 feet away
  - We have over 140 seats spread out in the lobbies on 1st and 2nd floors and in the PODS spaces.
  - Please do not utilize the break rooms on 3rd, 4th, and 5th floors during the COVID-19 pandemic as they are designated for faculty, staff, and graduate students on those floors.

How do I meet with faculty and staff?
If you need to meet with a faculty member or staff, please utilize zoom and set up an online meeting. The best way to do this is to send a calendar invitation using Microsoft Outlook.

How can I create a Zoom meeting?
Zoom is a great tool you can use to connect with other students, faculty, and staff remotely. Zoom instructions for setting up your own meetings can be found here: https://teach.uiowa.edu/zoom-getting-started

What do I do if I am exposed to COVID? What do I do if I have symptoms consistent with COVID? What do I do if I test positive for COVID?
Follow instructions on this website: https://coronavirus.uiowa.edu/returning-campus/showing-symptoms

Call or email the Student Health Nurseline (319-335-9704, student-health@uiowa.edu) or your local health care provider. After hours and on weekends, call the UI Hospitals & Clinics (319-384-9010 or the 24-hour helpline, 319-384-8819) or schedule a video visit through MyChart.

Self-report so the university can assist with academic and work arrangements, cleaning, and communication, where applicable. Students and employees should self-report via the university’s online system using this link.

A quick guide on this process is available on the UI Coronavirus website, here.

What are the classroom expectations for students and faculty?
For Students:
- Wear a face mask with or without a face shield in all university buildings, at all times
• To the extent possible, maintain an appropriate social distance (6 ft. if possible)
• Stay home if you have been exposed to, are diagnosed with, or experience symptoms consistent with COVID-19

For Faculty:
• Model appropriate behavior as noted above for students
• Orally review classroom requirements at the beginning of the semester and spend a few minutes on these requirements for the first several class periods, before the add/drop deadline on Friday, September 4, 2020.

What happens if a student doesn’t comply with expectations?

If a student fails to adhere to the requirements during a particular class, instructors should take the following steps, in quick succession:

• Ask the student to comply with university expectations (offer a face covering from the supply in the classroom).
• If they fail to comply, ask the student to leave the classroom immediately.
• If the student fails to leave, consider doing one of the following:
  o Canceling the remainder of class for the day. This should be the primary response
  o Calling the University of Iowa Police Department (319-335-5022) for assistance.

After class, instructors should:

• For students who failed to comply: Immediately file a report with the Office of Student Accountability (OSA). OSA will alert the student that they will not be allowed to return to class until the matter is addressed following University of Iowa’s conduct process.
• For students who chose to comply when addressed: Consider an email or other communication to remind the student of the requirement for future classes, but also to allow the student to explain their action in a way that might help mitigate it in the future.
• Immediately communicate a class cancellation or call to the University of Iowa Police Department due to non-compliance to your academic unit leader (department head, director, etc.) and Office of Student Accountability (OSA) through the reporting form and, as soon as possible, produce a written record of the facts.

Where can I find more information on the campus plan for COVID-19?

To read the most up-to-date information about building practices for fall 2020, see the Fall 2020 Steps Forward Plan.