

## **Seating charts for on-campus classes**

UTK is asking all instructors who are teaching on-campus classes to create a seating chart for all face-to-face components of the class. The seating chart will be used to expedite contact tracing if needed.

### **1. Please read this announcement during the first two class meetings:**

In order to support campus-wide health and safety efforts, the university needs our help.

UTK has created a contact tracing team. This team assists with monitoring and supporting the health of the entire campus community. The team reaches out to anyone suspected of being infected with the virus that causes COVID-19, to anyone who has tested positive for COVID-19 infection, and to anyone who is in self-isolation. The team reaches out to these individuals to help support them and to help support the health of the campus community.

If a person is suspected of being infected with the virus, or has tested positive for the virus, the team will contact anyone who may have been in close proximity to that person to provide them with health advice and connect them with local resources.

You can support the efforts of the contact tracing team by using the same seat or workspace for the entire semester. This will expedite the process of contact tracing in the event that the contact tracing team needs to communicate with you about potential contacts you may have had. Once you have selected your seat or workspace, I will create a seating chart for the contact tracing team to use in the event that the team needs to contact someone in the class.

#### *For classes that meet more than once per week:*

On the third day that we meet, I am going to ask that you continue using the same seat or work space for all remaining in-person class meetings. Please select a seat or work space where you feel the most comfortable given your learning style and needs. The seating chart will be based on where you are seated on the third day that we meet. Please help me complete the chart by providing me with your name when I collect seating information.

#### *For classes that meet once per week (including, for example, discussion sessions and labs):*

Next week, I am going to ask that you continue using the same seat or work space for all remaining in-person class meetings. Please select a seat or work space where you feel the most comfortable given your learning style and needs. The seating chart will be based on where you are seated next week. Please help me complete the chart by providing me with your name when I collect seating information.

(instructions continue on the next page)

## **2. Creating the seating chart**

Facilities Services has created socially-distanced seating plans for many classrooms. If your classroom has a seating plan, you can download it here and write your students' names and ID numbers on the seating plan:

<https://fs.utk.edu/covid-19-classroom-plans/>

If your classroom does not have a seating plan posted on the Facilities Services site, please draw a diagram of your classroom and write your students' names and ID numbers at their chosen seat or workspace.

You do not have to submit your seating chart to central administration. Please keep your seating chart. The contact tracing team will reach out to you if they need to use your seating chart to carry out contact tracing.

## **3. Updating the seating chart after the add/drop period**

On or after August 26, 2020, update your seating chart to include any students who added your class during the add/drop period.

*Updated June 16, 2020*