

DOES COVID-19 IMPACT OFFICE HOURS?

Your students must have the opportunity to meet with you to discuss any issues, concerns, or questions they may have. [University Policy 6-18.101](#). While the policy specifies that instructors teaching face to face should hold in-person office hours, in these special circumstances, it is recommended that you hold office hours remotely (see below, “How do I hold remote office hours?”). You should offer office hours in person only if the Flashes Safe Seven principles can be followed (see below, “How do I hold office hours in person?”). If you are teaching remotely, you are strongly encouraged to hold at least some remote office hours. In general, you should meet remotely with any student who prefers that modality.

HOW DO I HOLD REMOTE OFFICE HOURS?

When you hold office hours remotely, students must be able to communicate with you synchronously. At a minimum you could be available to receive and respond to student emails in real time during regularly scheduled times. For more direct communication, you can make yourself available to students by phone or in a virtual office using BlackBoard Collaborate Ultra, Zoom, Microsoft Teams, or another similar platform. This may be done during regularly scheduled times or using an appointment system, provided the required minimum number of hours of availability is maintained.

HOW DO I HOLD OFFICE HOURS IN PERSON?

Instructors must model safe behavior for students by observing the [Flashes Safe Seven](#) principles during class and office hours. In particular, you should hold office hours in person only if all of the following conditions apply:

- The office space is clean and sanitized.
- Physical distancing must be maintained in all offices. A minimum distance of 6 feet is required between all individuals in the office. In particular, instructors sharing offices should coordinate their schedules so that physical distancing can be maintained.
- All individuals in the office must wear cloth masks or other university-approved face coverings. While you may remove your face covering when you are alone in your office with the door closed, you must put it on before anyone else enters the room.

If your office does not meet these criteria, you may try to reserve an alternate space on campus to meet with students or hold your office hours remotely.