Dear Faculty and Instructional Academic Staff,

In addition to the information shared by Chancellor Connie Foster earlier today, I would like to share with you a few points that I know instructors have been asking about.

- **Centralized Attendance Tracking System (CATS) and QR codes:** This system is essential to our ability to do contact tracing for any positive cases identified on campus. Use is required anytime individuals are in a space together on campus for more than 15 minutes. Visit [https://go.uwrf.edu/cats](https://go.uwrf.edu/cats) for detailed instructions for how to log attendance in a space using the QR codes. The webpage also has a link directly to the tracking form if an individual does not have a smartphone. You can register another’s data on the web form for them as well. Try to ensure that students aren’t congregating around the QR code signs, as there are many ways to access the forms.

- **Seating Charts and Attendance Taking:** Because we developed CATS, instructors no longer need to take attendance or keep seating charts. To minimize the risk of COVID-19 spread, it is recommended that students sit in the same seats every class.

- **Cleaning of Classrooms:** Our custodians will be enhancing their cleaning protocols and we are also asking that every member of the campus community help support our cleaning efforts. Use the cleaning supplies that are provided through Central Stores to sanitize spaces before you use them. Classrooms or other spaces on campus will not be closed off to allow for deep cleaning should a positive case be identified. The guidance on this practice has evolved significantly and it is no longer deemed a necessary step.

- **Student events, trips and activities:** We have obviously limited the type and number of on-campus events being offered this fall. You will see a few safely organized outdoor activities occurring – all of those have been reviewed and approved on a case-by-case basis. Anyone seeking an exemption regarding an event, trip or activity will be able to submit an exemption request. I will be final approver on any exception requests in the Academic Affairs and Student Success Division. A BP Logix Form is being developed for this exemption process and should be available in the coming days.

Please feel free to email [covid19@uwrf.edu](mailto:covid19@uwrf.edu) if you have more questions.

Thank you,

David