

Health and Safety Protocols: Face-to-Face Course Delivery

The University of Guelph has planned carefully for the safe resumption of face-to-face teaching in the fall 2020 semester. Under guidance from Public Health and government directives, U of G has established several protocols to help protect the health and safety of the campus community. As we continue to prepare for the fall semester, these protocols have been adapted to outline the expectations and responsibilities of the institution, students and instructors who will return to campus for face-to-face undergraduate and graduate course delivery.

The contents of this document apply **only** to scheduled, on-campus face-to-face academic courses and programs. Guidance for broader campus access, shared study spaces, buildings and workspaces should be reviewed and can be found on the [Return to Campuses website](#).

This is a living document that may be updated as required in response to evolving University, Public Health or Government directives. Please refer to this document frequently throughout the academic year. In addition, there will inevitably be circumstances that arise in face-to-face course delivery that are not covered by this document.; In such cases, parties are expected to act in accordance with the evident principles that underlie these protocols and/or direct questions to the Associate VP Academic, Dr. Cate Dewey.

Institutional Responsibilities

Face coverings

- i. The University will provide two face coverings to each student, staff and instructor that requests them.

Building Preparation and Maintenance

- ii. Physical Resources will prepare and maintain *centrally scheduled*¹ buildings and instructional spaces for use in the fall semester. This includes:
 - a. Checks and updates (where required) to building and instructional space ventilation systems.
 - b. Daily sanitization of scheduled-for-use buildings and instructional spaces. This is not a substitute for the diligent sanitization requirements of students and instructors participating in face-to-face courses.
 - c. Provision of sanitization supplies for student, staff and instructor use in instructional spaces in the capacity that purchasing, and distribution channels allow.
 - d. Provision of hand hygiene supplies in the capacity that purchasing, and distribution channels allow. Physical Resources will install and maintain hand sanitizer dispensers around building entrances, washrooms, classrooms, and elevators.

¹ Departments and instructors that schedule courses or projects at a local level should consult the [Preparing Departments to Assess Instructional Spaces memo](#) to identify required planning protocols, resources and supports.

- e. Posted signage for facilities about foot-traffic flows, building and instructional space etiquette and expectations, and hand hygiene.
 - f. Reduced room capacity plans that account for physical distancing for all centrally scheduled spaces and signage to indicate appropriate spacing.
 - g. A public health compliant seating scheme for each centrally scheduled space.
This includes physical markers on furniture that can be used in each space.
- iii. Open Learning and Educational Support will prepare fall 2020 instructional spaces that require recording capabilities.
 - a. Cameras will be installed; microphones and audio will be incorporated so instructors will only be required to plug in their computer.
 - b. Classroom Technical support is available to aid instructors and can be contacted using one-touch on the classroom phone, at ext. 52778 or by [e-mail](#).

Compliance

- iv. Classroom monitors will be present during the first four weeks of the fall semester to help students and instructors become familiar with protocols and signage for instructional spaces.
- v. Instructor names and student enrolment will be shared internally amongst the Registrar's Office and Physical Resources to ensure that proper access to facilities is granted and to assist with contact tracing if needed.

General

- vi. Keep the U of G community informed of known positive cases of COVID-19 on campus. The University will balance privacy with the responsibility to share information with the community. In the case of an outbreak of COVID-19 on campus, Public Health assumes responsibility for the response and will direct the University on next steps. Information will be updated on [U of G's COVID-19 website](#).
- vii. Develop a heat map to identify high-activity areas. This will inform campus signage and communication creation to advise the campus community.
- viii. Notification of any institutional changes in response to new or adapted health and safety guidelines

Student Responsibilities

General

- i. Students are strongly encouraged to download the Government of Canada's COVID Alert app and U of G's SafeGryphon app. By downloading these apps, you can help protect yourself and our community.
 - a. COVID Alert app - [Apple Store](#) or [Google Play](#).
 - b. SafeGryphon app – [Apple Store](#) or [Google Play](#).
- ii. Before returning to campus, students **MUST** log on to CourseLink and complete the [EHS COVID-19 Infection Prevention and Control Awareness Training](#). A copy of the training completion email may be requested by your instructor before you come to campus and should be kept for your records.
- iii. Students **MUST** complete the Government of Ontario's COVID-19 self-assessment via the SafeGryphon app before coming to campus and follow directions provided by the tool.
 - a. If the self-assessment indicates you should **NOT** come to campus, complete the student self-declaration form via the Safe Gryphon app.
 - b. If you feel sick, stay home. **DO NOT** come to class; inform your instructor.
 - c. If you become sick while on campus, go home as soon as possible. Avoid public transit and take measures to protect others around you.
 - d. If you had close contact (e.g., within two metres for longer than 15 minutes) with any of the following, **DO NOT** come to campus (class) and inform your course instructors, as appropriate:
 - i. A person with symptoms of or confirmed COVID-19 in the past 14 days.
 - ii. Someone who is currently under recommended or required quarantine for COVID-19.
 - e. **If you test positive for COVID-19**, you must self-isolate, follow all public health recommendation and notify [Student Health Services](#) by calling **519-824-4120 x 52131**.
 - f. Students who travel outside of Canada are required to strictly adhere to a 14-day quarantine upon returning to Canada, before coming to class.

Buildings, Labs and Classrooms

- iv. Students will be granted access to U of G's academic buildings and instructional spaces when scheduled as part of their courses. Only those individuals registered for the class may be present.
 - a. Buildings access will be restricted. Students will require their personal key card (student card) to enter a building. Please use the key card each time you enter to help ensure accurate contact tracing if needed.
 - b. Students may not attend a seminar, class, or lab for which they are not enrolled. Students must only attend the sections listed in their course schedule.
- v. Students must seek to maintain two-metres of physical distance from others and limit unnecessary in-person interactions.
- vi. Students are required to wear face coverings in buildings. This includes in classrooms, labs, hallways, washrooms, stairways, meeting rooms and common spaces. More information about face coverings and accommodations can be found on the [Return to Campuses website](#).

- a. The University will provide two reusable face coverings to students who are returning to campus for face-to-face instruction or to live in residence.
 - i. Face coverings will be distributed during your first face-to-face learning activity or when you move into residence.
 - b. Where physical distancing cannot be maintained due to the nature of the activity, students may be required to adhere to additional safety precautions (e.g., face shields, when necessary).
- vii. Students must practice proper hand hygiene. Upon building entry, wash your hands for at least 20 seconds using soap and water. If you cannot access soap and water, use a hand sanitizer with at least 60 percent alcohol base.
 - a. Physical Resources will install and maintain hand sanitizer dispensers around building entrances, washrooms, classrooms, and elevators.
- viii. Students are expected to fully adhere to the University's and course's (provided by instructors, if required) COVID-19 safety plans throughout all aspects of their learning when on-site. University directives include:
 - a. Arrive no later than 15 minutes prior to your scheduled course to account for longer classroom load-in times due to COVID-19 protocols.
 - b. Adhere to posted directional signage and queuing line protocols for entering a building or instructional space.
 - i. U of G monitors will be stationed in high-traffic areas to guide students.
 - c. Adhere to posted room capacities and seating designations to comply with appropriate physical distancing measures.
 - d. Students must sanitize (e.g., disinfecting wipes) their workspace **both prior to and following use**.
 - i. Supplies will be provided.
 - e. Face coverings must be worn throughout the duration of the scheduled learning activity.
 - f. Students should not move about the classroom, lab or other instructional space unless required for the learning activity. If a student needs to move about or leave the instructional space, two-metres of physical distance should be maintained.
 - g. Unless required, avoid bringing excess personal belongings (e.g., extra clothing, food and drink etc.) into the classroom or laboratory. Students are reminded to bring only essential supplies with them each day.
 - h. PPE (e.g., lab coats, face shields, non-surgical gloves, protective eyewear, etc.) must be worn if prescribed by the course instructor in consideration of the specific learning activity.
 - i. In the case of gloves, do NOT touch your face or face covering with your gloves. Upon completing the learning activity, gloves should be immediately removed using the recommended technique that avoids any contact with the external surface of the gloves. Dispose immediately after use. Do NOT reuse gloves. Wash your hands after use. Gloves are NOT a substitution for diligent hand hygiene.
 - ii. Protective eyewear should be disinfected after each use prior to storage.

- iii. Personal lab coats should be taken home in a plastic bag and immediately laundered with soap and hot water. Shared lab coats provided by the course will be laundered by the University.
- i. Other safety protocols implemented by the course instructor to ensure safe participation in a given learning activity must be followed. Students will be advised of these additional safety measures if an instructor has developed a learning activity protocol for a course component.

Instructor Responsibilities

General

- i. Instructors are strongly encouraged to download the Government of Canada's COVID Alert app and U of G's Safe Gryphon app. By downloading these apps, you can help protect yourself and our community.
 - a. COVID Alert app - [Apple Store](#) or [Google Play](#).
 - b. SafeGryphon app – [Apple Store](#) or [Google Play](#).
- ii. Before returning to campus, instructors are strongly encouraged to complete the [EHS COVID-19 Infection Prevention and Control Awareness Training..](#)
 - a. Monitors will request confirmation that students have completed the COVID-19 training module. A confirmation e-mail is delivered upon completion of the training and can be requested before access to campus facilities is granted. The daily self-assessment is required but an honour system may be utilized for this protocol. Instructor's should remind students to conduct this assessment before coming to campus.
- iii. Instructors **MUST** complete the Government of Ontario's COVID-19 self-assessment via the SafeGryphon app before coming to campus and follow direction provided by the tool.
 - a. If the self-assessment indicates you should **NOT** come to campus, complete the Occupational Health and Wellness (OHW) self-declaration form via the Safe Gryphon app.
 - b. If you feel sick, stay home. **DO NOT** come to campus; inform your department chair. Advise your students of class cancellation or if alternative arrangements have been implemented to continue the course instruction.
 - c. If you become sick while on campus, go home as soon as possible. Avoid public transit and take measures to protect others around you.
 - d. If you had close contact (e.g., within two metres for longer than 15 minutes) with any of the following, **DO NOT** come to campus and inform your course department chair, as appropriate:
 - i. A person with symptoms of or confirmed COVID-19 in the past 14 days
 - ii. Someone who is currently under recommended or required quarantine for COVID-19.
 - e. **If you test positive for COVID-19**, you must self-isolate, follow all public health recommendations and notify [Occupational Health and Wellness](#).
 - f. Instructors who travel outside of Canada are required to strictly adhere to a 14-day self-isolation upon returning to Canada, before coming to campus.

Buildings, Labs and Classrooms

- iv. Instructors will have access to required / approved instructional spaces. Only those individuals required and approved to be on-site may use these facilities.
 - a. Building access will be restricted. Instructors will require their U of G ID card ([U of G ID card request form](#)) to enter a building. Please use the key card each time you enter to ensure accurate contact tracing is possible if an individual tests positive for COVID-19.
 - b. Approval for building access is limited to the dates and times specified by the course bookings, plus any additional dates and times that have been approved by your department chair through the [Academic Requests to Access Facilities](#) form.

- c. Instructors must only use the scheduled space for their learning activity and cannot move a group of students between instructional spaces or buildings to conduct their learning activity.
- v. Always seek to maintain two-metres of physical distance from other people and limit unnecessary in-person interactions.
- vi. All individuals on campus are required to wear face coverings in buildings and when two metres of physical distance cannot be maintained or predicted. This includes in classrooms, hallways, washrooms, stairways, meeting rooms and common spaces. More information about face coverings and accommodations can be found on the [Return to Campuses website](#).
 - a. The University will provide two reusable face coverings to instructors who request them. Distribution plans will be communicated to the University community.
- vii. Practice proper hand hygiene. Upon building entry, wash your hands for at least 20 seconds using soap and water. If you cannot access soap and water, use a hand sanitizer with at least 60 percent alcohol base.
 - a. Physical Resources will install and maintain hand sanitizer dispensers around building entrances, washrooms, classrooms, and elevators.
- viii. Instructors are expected to fully adhere to the COVID-19 safety plan of the University while on campus. This includes:
 - a. Arrive no later than 15 minutes prior to your scheduled course to account for longer classroom load-in times due to COVID-19 protocols.
 - b. Adhere to posted directional and queuing signage when entering buildings or instructional spaces.
 - i. The room must be vacant before the next class enters.
 - ii. Clear plans for centrally booked instructional spaces will be provided by Physical Resources for waiting queues outside the room, and clear markings will be installed on the ground to reinforce two-metres of physical distance.
 - iii. Physical Resources will install unidirectional foot-traffic signage for *centrally booked* instructional spaces.
 - c. Adhere to posted room capacities and seating designations to comply with appropriate physical distancing measures.
 - i. Room capacities have been adjusted to ensure proper physical distancing. Follow the revised maximum capacity for each room. NOTE: No campus instructional spaces allows for more than 50 students.
 - ii. Physical Resources will provide a seating schematic for all centrally booked instructional spaces upon request. Course instructors can obtain this seating schematic from Physical Resources by emailing the Work Order Desk (wo@pr.uoguelph.ca).
 - a. In centrally scheduled spaces, usable seats have been marked, and excess furniture has been removed or stored out of the way with a marker to indicate “not for use”. Do not bring additional chairs or other furniture into classrooms, laboratories, meeting rooms, workspaces, or lounges, and do not reconfigure the existing furniture.
 - d. Face coverings must be worn throughout the duration of the learning activity.

- i. If physical distancing can be maintained, and instructors and students do not move about the classroom, a face shield may be worn by the instructor (without a face covering) to aid in communication.
 - a. Face shields can be ordered through the [Physical Resources Stockroom](#)
- ii. Lavalier-style microphones can be used when appropriate and are available on request from [Classroom Technical Support](#) (ext. 52778). Your face covering is still required when using the microphone.
- e. Instructors are responsible for sanitizing (e.g., disinfecting wipes) their own workspace **both prior to and following use**.
 - i. Physical resources will stock *centrally scheduled* instructional spaces as appropriate with hygiene and sanitization supplies. Please email the Physical Resources Work Order Desk if supplies are required (wo@pr.uoguelph.ca).
- f. Unless required, avoid bringing personal belongings (e.g., extra clothing, food and drink etc.) into the classroom or laboratory.
- g. Where physical distancing cannot be maintained due to the nature of the activity, instructors may require students to adhere to additional health and safety protocols to conduct the learning activity safely.
 - i. A “Learning Activity Safety Plan” that is specific to a course activity and space must be created and communicated to students if the required safety protocols extend beyond wearing a face covering and adhering to the Universities standard safety protocols (e.g., wearing a face shield in addition to a face covering when physical distancing cannot be maintained in a lab). For locally scheduled learning activities, instructors should work with Physical Resources and department staff to create a plan. Guidance is provided in the [Preparing Departments to Assess Instructional Spaces](#) memo.
 - a. Once finalized, the Learning Activity Safety Plan should be posted on the course’s CourseLink site for review by all students, GTAs, staff and instructors.
 - b. Depending on the nature of the various course learning activities, different plans may need to be developed per lab or activity. In this case, the Learning Activity Safety Plans must be clearly marked to identify which activity they pertain to.
 - ii. Departments and instructors are expected to coordinate and make available any additional PPE or safety equipment where it is not normally expected (e.g., face shields). Instructors should notify their department contact of their PPE requirements. Departments can [order supplies through Physical Resources](#).
 - iii. PPE (e.g., lab coats, face shields, non-surgical gloves, protective eyewear, etc.) must be worn if prescribed by the course instructor in consideration of the specific learning activity. Instructors should remind students that:
 - a. In the case of gloves, do NOT touch your face or face covering with your gloves. Upon completing the learning activity, gloves should be immediately removed using the [recommended technique](#) that avoids any contact with the external surface of

- the gloves. Dispose immediately after use. Do NOT reuse gloves. Wash your hands after use, gloves are NOT a substitution for diligent hand hygiene.
- b. Protective eyewear should be disinfected after each use prior to storage.
 - c. Students should take personal lab coats home in a plastic bag and launder them with soap and hot water immediately following each use. Shared lab coats provided by the course must be laundered before next use.

Qualifiers

- i. If a U of G student, instructor, or staff member is diagnosed as positive for the COVID-19 virus, the University and course instructor will follow the directions provided by Wellington-Dufferin-Guelph (WDG) Public Health. This may require that some or all remaining in-person learning activities promptly transition to alternate delivery learning in the virtual environment based on any recommendations from Public Health. Traceback efforts by WDG Public Health will be supported through accessing course schedules, as well as building key card use logs, for the period under review.
- ii. Students should proactively self-advocate to ensure a safe learning environment is maintained. If students feel unsafe engaging with in-person learning activities they are expected to self-advocate by immediately removing themselves from the situation, and then notifying the course coordinator.
- iii. Minor and occasional breaches to safety procedures may occur when individuals temporarily forget “in the moment”. You are encouraged to speak up at that time to correct the action, but please be kind and empathetic with your reminders!
- iv. Repeat infractions should be reported. In circumstances where poor compliance by personnel (instructors, GTAs, students) is observed, students are encouraged to promptly speak to their course instructor or coordinator, or department chair about their concerns; instructors should contact their department chair.
 - a. No academic repercussions may result from a student reporting concerns or unsafe working conditions during any in-person learning activities.
- v. As outlined in the Statement of Students’ Academic Responsibilities, students must adhere to any rules of conduct including those relating to health and safety provided by an instructor or assistant, either on a course outline or in a class, laboratory, or seminar. Non-compliance with the outlined general health and safety protocols or course procedures may result in being instructed to leave the learning session. Continued intentional negligence could lead to a non-academic misconduct investigation and result in penalties against the student.

Mental Health Resources

Student Wellness

- i. Services to support your health and well-being throughout your program include (but are not limited to) the following:
 - a. [Student Health Services](#): Please call ahead to book an appointment: 519-824-4120 x52131
 - b. [Counselling](#)
 - i. Counsellors from Student Wellness are available for virtual appointments by calling 519-824-4120, Ext. 53244.
 - ii. Alternatively, you can access online video counselling, which is also covered by your student health insurance plan.

Faculty and Staff

- ii. [Employee and Family Assistance Program](#)

Community Mental Health Supports

- iii. [Here 24/7](#): 1-884-437-3247
- iv. Mental health crisis texting hotline: text “U of G” to 686868
- v. [Good2Talk](#): 1-866- 925-5454 and also support via text by texting GOOD2TALKON to 686868.
- vi. Help Phone is available 24/7 to all U of G students seeking mental health support: 1-800-668-6868
- vii. [Mental health peer support](#) via phone for Guelph CMHA clients. Visit the [Canadian Mental Health Association](#) website for local phone numbers.
- viii. Telehealth Ontario: 1-866-797-0000
- ix. Homewood Health Employee and Family Assistance Program