

# Health and Safety Protocols for In-Person Course Delivery

The University of Guelph has planned carefully for the safe resumption of in-person teaching and learning. 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.

The contents of this document apply *only* to scheduled, in-person 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](#). To learn more about [how U of G has prepared](#) for a safe resumption of in-person teaching and learning visit the Return to Campus website and check your *uoguelph.ca* e-mail regularly for announcements and updates.

*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.*

## Policies and Procedures

### Return to Campus Procedures

1. The University of Guelph requires all faculty, staff and students who access buildings on our Guelph and Ridgetown campuses and U of G-managed facilities [to be fully vaccinated against COVID-19](#).
  - 1.1. Only those who are fully vaccinated or who have received an approved exemption and participate in rapid testing can access U of G facilities.
  - 1.2. To request an exemption, you must submit a completed [exemption request form](#).
  - 1.3. If you are not fully vaccinated, you may not access U of G buildings or managed facilities without an approved exemption and completion of regular rapid testing.
2. Faculty, staff, and students are strongly encouraged to download the Government of Canada's COVID Alert app and U of G's SafeGryphon app.
  - 2.1. COVID Alert app - [Apple Store](#) or [Google Play](#).
  - 2.2. SafeGryphon app – [Apple Store](#) or [Google Play](#).
3. Each day before coming to any U of G facility or in-person activity, everyone **MUST** complete U of G's COVID-19 Screening Form which is available through the SafeGryphon app or [online](#).
  - 3.1. Individuals who have travelled outside of Canada must adhere to the [Government of Canada's](#) testing and quarantine requirements.
  - 3.2. If you feel ill or test positive for COVID-19, stay home and do not come to campus. Further information can be found on the [Return to Campus website](#).

- 3.3. Faculty, staff and students who test positive for COVID-19 should call U of G's COVID-19 call centre at 519-824-4120, Ext. 53906.
- 3.4. Those with approved exemptions must receive a negative COVID-19 [rapid test](#) shortly before accessing our spaces. Tests should be completed as close to your planned time of arrival as possible and no more than 72 hours before you access U of G spaces.
4. Before returning to campus for the first time, faculty, staff and students **MUST** complete the [EHS COVID-19 Infection Prevention and Control Awareness Training](#). A copy of the training completion email should be kept for your records.

### **Protocols for Instructional Spaces**

5. Students may not attend a lecture, tutorial, seminar, lab or other in-person learning activity for which they are not enrolled. Students must only attend the sections listed in their course schedule on WebAdvisor.
6. 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.
7. **Hand Hygiene:** Faculty, staff and students should practice proper hand hygiene. Upon building entry, use a hand sanitizer with at least 60 percent alcohol base.
  - 7.1. Hand sanitizer dispensers have been installed around building entrances, washrooms, classrooms, and elevators.
8. **Cleaning Measures:** Custodial Services will continue to provide cleaning services in public and community use and high traffic areas. More information about classroom cleaning protocols is available on the COVID-19 cleaning measures [website](#).
  - 8.1. Departments and individual users are to make their own determination regarding the frequency of cleaning departmental and personal items and spaces (e.g., private workstations).
  - 8.2. Cleaning and disinfecting supplies will be provided to departments upon request through the [Physical Resources Stockroom](#).
9. **Physical Distancing:** Starting Sept. 7, and in alignment with the implementation of mandatory vaccine policies, government-directed physical distancing requirements and instructional space capacity limits will be removed for indoor instructional spaces (i.e., indoor instructional areas such as classrooms; laboratories; libraries etc.) at postsecondary institutions. However, the University is proceeding with plans to reduce densities and schedule in-person teaching for lectures and seminars where capacity will, in most cases, not exceed 75 per cent.
  - 9.1. Adhere to all posted directional signage and protocols for entering and exiting buildings and instructional spaces; physical distancing rules continue to apply to non-instructional indoor spaces as well as all outdoor spaces.

10. **Masks:** The University will abide by and enforce local and provincial mask requirements. At this time, faculty, staff, and students are required to wear masks while indoors on campus. This includes in lecture halls, classrooms, labs, hallways, washrooms, stairways, meeting rooms and other common spaces.
  - 10.1. Subject to Public Health guidance, instructors may choose to wear a face shield without a mask to aid in communication (e.g., projection or lip reading). Instructors wearing a face shield without a mask **must** maintain two-metres distance from others.
  - 10.2. Eating and Drinking: Unless required (e.g., low blood sugar), faculty, staff, and students must refrain from eating and drinking while participating in an in-person learning activity.
11. **Personal Protective Equipment (PPE):** PPE such as lab coats, safety goggles, face shields, non-surgical gloves, protective eyewear, etc. must be worn if prescribed for a specific learning activity.
  - 11.1. 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](#).

## Compliance

12. **U of G Non-Compliance Procedures:** 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 the University, an instructor or assistant, either on a course outline or in a class, laboratory, or seminar. Non-compliance with the outlined 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. As part of preparations for a safe return to campus, [U of G has developed a strategy](#) to respond to and address situations of non-compliance with University, Public Health and government policies and regulations. Responses will range from educational outreach up to and including disciplinary action and may include instructors contacting the [Student Conduct Support Coordinator](#) for Medium-Risk incidents and the [U of G Campus Safety Office](#) for High-Risk incidents.
  - 12.1. Repeat infractions should be reported. In circumstances where poor compliance by individuals (e.g., instructors, GTAs, students etc.) is observed, students are encouraged to promptly speak to their course instructor, coordinator, or department chair about their concerns; instructors should refer to the [University's COVID-19 non-compliance procedures](#).
  - 12.2. If during an in-person learning activity there is continued refusal to comply with protocols, instructors may choose to cancel the remainder of the session.
13. Classroom monitors will be on site for each lecture during the first week of the fall semester to help students and instructors become familiar with protocols and signage for instructional spaces.

## Qualifiers

14. If a U of G community member tests positive for the COVID-19 virus, the University will follow the direction provided by Wellington-Dufferin-Guelph (WDG) Public Health.
15. Individuals should self-advocate to ensure a safe learning environment is maintained. 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!
16. No academic repercussions may result from a student reporting concerns or unsafe working conditions during any in-person learning activities.
17. No employment repercussions may result from staff or instructors reporting concerns or unsafe working conditions during any in-person learning activities.