COVID-19 Classroom Safe Work Plan (SWP) for In-Person Instruction

1. INSTRUCTIONS before Arriving on Campus
   - Self-screen for symptoms of COVID-19 daily
   - Do not come to campus or enter a classroom if you are:
     - sick or displaying symptoms of COVID-19
     - have travelled outside of Canada within the last 14 days
     - have been identified by Public Health as a close contact of someone with COVID-19
     - have been told to isolate by Public Health
   - Always practice hygiene etiquette for COVID prevention (e.g. frequent handwashing, cough/sneeze etiquette, etc.) both on and off-campus
   - In accordance with the EPA mask mandate order, and the Workplace and Post-Secondary Institution Safety order, it is a legal requirement to wear a mask in indoor common areas and classrooms including elevators, lobbies, hallways, stairwells, bathrooms, break rooms, kitchens, cafeterias, photocopy rooms, supply rooms, meeting rooms and workplace or post-secondary institution fitness facilities.
   - Visit the OHSE website for more information on daily health screening and mask requirements

2. INSTRUCTIONS before Entering a Classroom
   - Arrive no earlier than 10 minutes prior to your scheduled class to minimize building occupancy levels and avoid the potential for crowding in common areas
   - Follow all instructions on posted signage including any queuing outside the classroom, and maintain a physical distance of 2 meters from others if you are waiting to enter
   - Keep your mask on when entering a general classroom.
   - For those classrooms that have a Classroom Ambassador assigned to assist with entry/exit, please also follow their instructions

3. INSTRUCTIONS for Classroom Entry and Exit

   Entry
   - Enter through a designated door maintaining physical distance from others as much as possible
   - Sanitize hands upon entering classroom
   - Follow any directional arrows for traffic flow
   - Students should proceed directly to the end of an aisle to a seat designated with a green Check-Mark symbol to minimize interactions with others
   - Instructor areas are at the front of each classroom
   - Avoid touching surfaces as much as possible including doors, handles or seats that are unavailable
   - For students entering a laboratory, studio or other specialized classroom facility, proceed directly to your lab bench, workstation or a designated area marked on the floor
   - Do not bring food or drink into the classroom, and do not share any personal items with others
• For those classrooms that have movable chairs and tables, please do not move them from their designated positions. All furniture has been set-up to ensure physical distancing and a fixed seating chart has been established for each classroom.

Exiting
• Exit through a designated door maintaining physical distance from others as much as possible
• Seats/rows or workstations that are closest to the exit should leave first, with subsequent rows to follow to minimize interactions
• Avoid touching surfaces as much as possible including doors, handles or seats that are unavailable
• Once outside the classroom, avoid gathering with others in common areas and exit the building promptly so that building occupancy levels remain low

4. CLEANING & DISINFECTION
• All classroom facilities will be cleaned and disinfected prior to the start of classes, daily
• Disinfection of high-touch surfaces (e.g. arm rests, tables, door handles, lecterns, AV equipment, etc.) will be done in-between classes during the day
• Instructors should bring their own chalk, markers, erasers and other similar supplies. These items are very difficult to disinfect and will be removed from classrooms to minimize shared items that would otherwise require disinfection between each use
• Any additional cleaning responsibilities for laboratories, studios or other specialized facilities will be communicated to the students by the instructor or facility supervisor as part of the Safe Work Plan for that course/facility

5. MASKS
• Students must wear a mask at all times in a classroom, including when seated in a designated seat.
• Faculty and staff must wear a mask when entering/exiting the classroom, and whenever it is specified according to their existing in-person (f2f) safe work plan.
• Mask exemptions exist for both common area and classroom environments. Visit the OHSE website for the full list.
• Note: a face shield is not a substitute for a mask as it has an opening below the mouth.

6. REPORTING CONCERNS
• It is expected that all students, instructors or visitors to the classroom follow the established rules and observe any instructions provided by a safe work plan, signage and Classroom Ambassador
• Students should report any questions or concerns to their instructor for follow-up
• If the instructor requires support to resolve a concern, or if they have a concern of their own, they should notify their supervisor, Chair or union representative, as appropriate.