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:
     o sick or displaying symptoms of COVID-19
     o have travelled outside of Canada within the last 14 days
     o have been identified by Public Health as a close contact of someone with COVID-19
     o 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 province-wide PHO order and accompanying Ministerial order, masks are now a requirement in indoor public settings including lobbies, hallways, public washrooms, elevators and other common areas where individuals freely circulate
   - Visit the OHSE website for more information on illness management 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 and until you are seated
   - 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

- Classroom facilities are set-up to ensure students and instructors can maintain a physical distance of 2 meters from one another
- For all general classrooms, wear your mask when entering and leaving, and anytime you are away from your seat inside the classroom.
- For some specialized classroom facilities where students may need to move around, interact with others in close proximity, perform activities where there is a higher degree of exposure risk, or where physical distancing generally can’t be maintained for longer than brief periods, the requirement to use masks will be identified in the Safe Work Plan (SWP) for those courses and communicated to the students by the instructor

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.