



## **Health and Safety Protocols: Face-to-Face Course Delivery Summary Document**

September 14, 2020

### **Prior to Returning to Ridgetown Campus**

Before returning to Campus, students MUST log on to CourseLink and complete the **COVID-19 Infection Prevention and Control Awareness Training** (link: <https://www.uoguelph.ca/hr/about-hr/environmental-health-safety-ehs/covid-19-infection-prevention-and-control-awareness>) . 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.

### **Prior to Starting Each School Day**

All students and staff are required to self-monitor and assess for symptoms of COVID-19 prior to leaving home. Each day you MUST complete the University of Guelph's Screening Form that is linked to the Government of Ontario's COVID-19 self-assessment questionnaire. You can access the Screening Form at this link:

[https://uoguelph.eu.qualtrics.com/jfe/form/SV\\_6lh1bNRMHDEU1OR](https://uoguelph.eu.qualtrics.com/jfe/form/SV_6lh1bNRMHDEU1OR)

- Do not come to Campus if the Screening Form indicates you should stay home. Please contact Chatham-Kent Public Health (519-355-1071 ext.1900) or your health care provider or closest COVID-19 assessment centre (Chatham-Kent Health Alliance link: <https://healthcloudtrialmaster-15a4d-1717994cb24.force.com/communityportal/s/>) to discuss next steps.
- If you feel sick or ill, please stay home and inform your Instructor.
- Any students that experience an onset of COVID-19 symptoms while on Campus should immediately vacate the building and inform their Academic Program Coordinator or designate by email or phone.

### **Protocols While On Campus**

#### **(i) Classrooms**

- Normally, students should not be on Campus before 8:00am or after 5:00pm for unscheduled activity. They will be granted access to U of G Ridgetown Campus's academic buildings and instructional spaces when scheduled as part of their courses. Only those individuals registered for the class or activity may be present.

- Face coverings must be worn upon entering the building. Face coverings are defined as a medical mask or non-medical mask or other face coverings such as a bandana or a scarf that covers the nose, mouth and chin ensuring a barrier that limits the transmission of infectious respiratory droplets (link: <https://ckphu.com/wp-content/uploads/2020/08/Dos-and-donts-of-wearing-a-mask-2.png> ).
- Students are permitted to wear their own non-medical mask provided it is appropriate for the Campus and properly laundered after each use. The cloth mask should be placed directly into a bag after they have been used and washed prior to being used again.
- Specific entrance-only and exit-only doors have been identified to help maintain distance as students move through the building. Classroom capacities have been reduced to allow for 2 m of distance between students. Individuals will queue before entering and exiting the classroom.
- It is recommended that Instructors take daily attendance for the purposes of contact tracing. Students should sit in the same seats daily and disinfect their individual space upon entrance and exit. Supplies will be provided.
- Students must practice proper hand hygiene. Wash your hands regularly throughout the day for at least 20 seconds using soap and water. If you cannot access soap and water, use a hand sanitizer with at least 70 percent alcohol base. Hand sanitizing stations will be available at entrances, exits, and near every classroom.
- Online exchange of assignments/tests will occur when possible. If paper assignments or tests must be used in the classroom, these will be held for a day between each exchange between Instructors and students.

**(ii) Additional Guidance**

- 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.
- 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, masks, gloves, lab coats, etc.) when necessary.
- Classroom and labs will be cleaned each day. High touch points (e.g. washroom doors) will be cleaned periodically throughout the day.
- Lab equipment should be cleaned after each use by the user. Supplies will be provided.

- Students are not to meet with Instructors in their individual offices. Student queries will be resolved either by email or virtual meeting, or by appointment in a physically distanced room only when necessary.
- 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. Classes may be conducted in outdoor spaces on campus as a group when possible as long as safety protocols can be maintained.
- Students will be allowed to eat either outside on the grounds, the picnic shelter, in their car, or off Campus. Personal water bottles can be brought in and used where permitted in the building. Willson Dining hall will remain closed.
- Other Campus protocols to follow include: maintain 2 m distance; good hand hygiene (frequent washing and sanitizing); follow administrative signs; stay behind physical barriers provided (e.g. sneeze guards), and avoid non-essential travel.

## Qualifiers

- If a Uof G Ridgetown Campus student, Instructor, or staff member is diagnosed as positive for the COVID-19 virus, the Ridgetown Campus and course Instructor will follow the directions provided by Chatham Kent 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 recommendations from Public Health. Traceback efforts by CK Public Health will be supported through accessing course schedules, seating plans, as well as attendance records for the period under review.
- 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 remind others to correct the action, but please be kind and empathetic with your reminders. Repeat infractions should be reported to their course Instructor or Program Coordinator.
- 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.
- Learning that a student, Instructor, or staff member has tested positive for COVID-19 can be stressful. Remember to be respectful and patient.

**Useful Links**

<https://guides.uoguelph.ca/wp-content/uploads/2020/08/Fall-Classroom-Health-and-Safety-Protocols-Aug-20-2020.pdf>

<https://ckphu.com/covid-19/>

<https://ckphu.com/wp-content/uploads/2020/09/COVID-19-Daily-screening-parent-student-CK-LPH-1.pdf>

<https://ckphu.com/wp-content/uploads/2020/09/COVID-19-Daily-screening-staff-CK-LPH-1.pdf>

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/covid-19-guidance-post-secondary-institutions-during-pandemic.html>

<https://covid-19.ontario.ca/>

<https://news.uoguelph.ca/return-to-campus/>

<https://news.uoguelph.ca/2019-novel-coronavirus-information/>