

# Guidance for Instructors

## In-person classes during COVID-19 Pandemic - Fall Term 2020

### Overview

During the Coronavirus Disease 2019 (COVID-19) pandemic, we all need to do our part to keep students, faculty, staff, and the public, safe and healthy so we can stop the spread and prepare to reopen the University when it is safe to do so. Below is a set of resources and best practices to help us prevent the spread of COVID-19. During this pandemic, specific requirements and recommendations may change. You will find the latest UM updates at: <http://umanitoba.ca/coronavirus>

This document was developed to help instructors of approved in-person classes recognize the measures already in place at UM, as well as those measures required for the safe delivery of in-person classes during COVID-19.

### **Wearing of Masks (Requirement)**

All UM faculty, staff and students **are required to wear a mask** in all indoor common or shared spaces and when social distancing cannot be maintained. This includes hallways, lobbies, libraries, classrooms, labs, study spaces, elevators, recreation facilities, and other designated shared or common spaces. Masks are not required in individual offices unless physical distancing cannot be maintained.

*In classrooms, students and instructors may choose to remove their masks if they maintain a two-metre distance from others.*

As a courtesy, cloth masks are available for faculty, students, and staff who will be on campus. Information about distribution of these masks can be found here:

<https://news.umanitoba.ca/masks-now-required-at-um/>

### **Physical Distancing**

The occupancy limit of your assigned classroom has already been analyzed and adjusted to meet the 2m physical distancing required by the Province of Manitoba. Do not invite additional students to attend your class as this may overwhelm the physical distancing parameters.

Labeling of classroom seating to notify students of which seats can be occupied has also occurred. In some cases, furniture has been removed from classrooms to facilitate physical distancing.

## **Cleaning and Sanitizing**

Classrooms and other spaces within your building will already have specific cleaning and sanitizing practices in place through Caretaking Services. In addition, extra cleaning is occurring in adjacent washrooms, elevators, and other high touch areas.

Hand sanitizer will be available at all building entrances as well as at elevator lobbies.

## **Class Breaks**

When offering students breaks during class, it is ideal to stagger these breaks so that not all students attend washroom facilities and other areas outside the classroom at the same time. This will help to limit occupancy in smaller rooms, in keeping with provincial directives.

## **Screening**

All students, faculty, and staff are required to self-screen using these self-assessment criteria before leaving home. No one suspected or confirmed to have COVID-19, or who has been in contact with someone with COVID-19, or who has recently travelled outside of Canada, should teach or attend classes.

## **Personal hygiene and sanitization**

UM has ensured that there is access to soap and water, or hand sanitizer with at least 60% alcohol for all those on campus. We encourage instructors and students to wash (or sanitize) their hands frequently, especially when they arrive, before and after contact with commonly-touched surfaces, and before leaving.

## **Communication and Signage**

Policies and procedures related to COVID-19 are available here:

<http://umanitoba.ca/coronavirus>

COVID-19 posters will be found posted in buildings and classrooms to communicate key messages such as physical distancing of 2 meters, hand hygiene, and how to screen for symptoms. In some settings, markings will direct foot traffic and encourage physical distancing.

## **Sharing equipment and materials**

For classes where students must demonstrate skills or perform physical tasks and use supplied equipment, tools, or props, students should be encouraged to:

- First wash or sanitize hands prior to task
- Maintain physical distance during task, and
- Wash or sanitize hands when task is complete.
- Students must bring their own personal pens/pencils, notebooks, etc.