

Guidance for Instructors

In-person classes during COVID-19 Pandemic

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)

The wearing of 3-ply reusable or disposable masks is mandatory for all activities on all UM campuses. This applies when indoors at all times on UM campuses **even when physical distancing is possible**. This includes hallways, lobbies, libraries, classrooms, labs, study spaces, elevators, recreation facilities, and other designated shared or common spaces. A 3-ply mask is also required when outdoors on UM campuses or while participating in UM-sanctioned activities off-campus at any time when two metres distancing is not possible. Exceptions are for short periods of time when eating or drinking, *while physically distanced from others*, or if someone is alone in their office and physically distanced from others.

- Masks will be distributed by faculties/instructors or supervisors.
- Supervisors will communicate directly with employees regarding the need for 3-ply masks to be worn during work and will provide these masks if required. This may include employees who are moving across the campus(es).

Medical reasons for exemptions from mandatory masks use are limited, and so it is anticipated that these requests will be rare. When medical documentation is provided to support a request to accommodate an exemption, these exemptions will be accommodated to the extent that the university is able to while balancing the need to minimize the risk of COVID-19 transmission to other members of the university community.

If you forget to take a mask with you to campus, as a courtesy, a limited number of 3-ply masks are available for faculty, students, and staff who will be on campus. Information about distribution of these masks can be found here:

<https://umanitoba.ca/coronavirus/latest-updates-and-safety#safety-measures-and-information>

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 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
- Wash or sanitize hands when task is complete
- Students must bring their own personal pens/pencils, notebooks, etc.