

Guidance for Instructors

In-person classes during COVID-19 Pandemic

Overview

Below is a set of resources and best practices **for in-person instruction for the Winter 2022 Term** to help us prevent the spread of COVID-19 and maintain a safe environment. **Note that the specific requirements and recommendations may change subject to changes in Public Health Orders and/or UM health and safety protocols. You will find the latest UM updates at: umanitoba.ca/coronavirus.**

PHYSICAL DISTANCING

Physical distancing of two meters will be maintained for the start of the Winter 2022 Term and up until the end of the Winter Term break, except in rare circumstances (see mask requirements below).

VACCINATION STATUS

For the health and safety of the university community, effective the start of the Winter 2022 Term, UM requires that all employees and students be fully vaccinated or have received an approved exemption from Shared Health (medical exemption) or the University of Manitoba (religious/human rights) to be on campus. Rapid testing alternatives are available only to those who have received an approved exemption. Students not in compliance with this requirement will be identified and deregistered from their in-person courses including any in-person courses that are temporarily being delivered remotely between January 24th-February 26th, 2022; they will be able to continue in courses that are fully online or remote for the entire term.

Instructors, staff, or administrators shall **NOT** confirm the vaccination or testing status of their students or employees. The management of vaccination/testing information will be maintained and monitored centrally and controlled in accordance with applicable access to information and protection of privacy legislation.

Please visit the COVID-19 vaccine information website at umanitoba.ca/coronavirus/vaccine-information for more details.

WEARING OF MASKS (REQUIREMENT) AND OTHER PPE

KN95 masks are required in all indoor spaces. The only exceptions are if you are alone in an office or room with the door closed, or while eating in areas designated for food consumption. No eye protection will be required except for specific occupational health and safety requirements (e.g., safety glasses in labs, clinical skills sessions).

Masks will not be required outdoors.

Within the classroom and other instructional spaces (i.e., research labs, skills labs, etc.), KN95 masks must be worn at all times by all individuals (students, instructors, and researchers) – while lecturing and while students are in their seats. Distancing is not an alternative to the masking requirement. Eating in the classroom is prohibited. Masks may be removed for brief periods to take in fluids. **Instructors are asked to remind students of these requirements at the start of each class.** An information slide on masking is available at <https://umanitoba.ca/centre-advancement-teaching-learning/#whats-new>; it is recommended that you start each session with the slide.

Microphones and headset options are available to you as an instructor upon request. Please contact your unit head for information on how these can be secured.

KN95 masks will be distributed by UM at tables set up at specified locations. Faculties and units will also have a supply of KN95 masks for employees. If you are coming to campus and do not have a KN95 mask, you can wear your own cloth or 3-ply mask on campus while you go immediately to the closest mask pick-up location. After the initial mask pick-up, it's expected that employees and students will have a supply of KN95 masks to wear, including when attending the distribution locations to access more masks.

Information on where to pick up KN95 masks can be found at: <https://umanitoba.ca/covid-19/health-safety#masks-are-required-on-campus>.

Non-Compliance with Masking

Instructors are asked to remind students of the masking requirement at the beginning of each class (see details above). If there is non-compliance, it is recommended that you pause the lecture (or other activity) and give a general reminder to the whole class that proper mask wearing is required and, if non-compliance continues, you will stop the lecture (or other activity) and contact security.

Security would attend for two purposes - to identify the individual(s) refusing to comply and to ask the individual(s) to apply their mask. No one will be physically restrained or removed during this process. Note that Security will call police if an individual is acting violently, as is normal procedure.

Campus Security Services can be reached by calling 555 from any university phone, #555 from Bell MTS or Rogers Wireless, and 204-474-9341 from all other phones.

If a student remains non-compliant after being asked to either wear the proper PPE or leave class, you should inform your unit head. Non-compliance and disruption of a lecture (or other academic activity) may result in an investigation under the [Student Discipline Bylaw](#), as outlined in the [Student Non-Academic Misconduct and Concerning Behaviour Procedure](#), and could result in a disciplinary action being imposed, as deemed appropriate by the disciplinary authority.

SCREENING AND/OR FEELING UNWELL

All students, faculty, and staff are required to self-screen using the [Shared Health Screening tool](#) before leaving home. If an individual is not feeling well, they should stay home (or go home immediately) and use the Shared Health Screening tool to determine if they should be tested. An information slide on self-screening is available at <https://umanitoba.ca/centre-advancement-teaching-learning/#whats-new>; it is recommended that you start each session with the slide.

Student Illness

It is recommended that instructors provide reasonable accommodations to students where they may be absent from class, or multiple classes, due to illness or a requirement to self-isolate at home.

As a reminder, in March 2020, Senate Executive approved that students are not required to provide medical notes in support of short-term absences from class activities/requirements and from evaluations including final examinations. Students are required to self-declare through an email note to an advisor in the relevant faculty that they will be unable to meet their course obligations. This declaration will be treated as necessary and sufficient for the student to be afforded reasonable accommodation.

Instructor Illness

If the [Screening Tool](#) advises that you stay home, if you feel unwell, or if you are required to self-isolate, you should contact your Dean's Office to identify coverage options for the class.

If a backup is unavailable or cannot be retained for an extended period (if needed), the course may need to pivot temporarily to remote learning. **Instructors should make students aware of this possibility at the start of a course so that students can be prepared to pivot should the need arise.**

Instructors must contact their Dean/Director for more details on a possible need to temporarily pivot a course to remote teaching.

If a class needs to temporarily pivot to remote teaching, instructors are asked to provide students with the option of asynchronous lectures to accommodate potential changes in schedules. A guide on how to record lectures in Zoom and Webex can be found at: <https://umanitoba.ca/centre-advancement-teaching-learning/#whats-new>.

Course Syllabus

You may wish to include statements on your course syllabus notifying students of the potential for a temporary pivot to online teaching, how they will be notified if a class is cancelled, and how students best self-declare medical absences for your course.

A sample COVID-19 syllabus insert can be found at: <https://umanitoba.ca/centre-advancement-teaching-learning/#whats-new>.

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 overcrowding in smaller spaces.

CLEANING AND SANITIZING

Classrooms and other spaces within your building will already have specific cleaning and/or 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.

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, before eating or drinking, and before leaving.

COMMUNICATION AND SIGNAGE

Policies and procedures related to COVID-19 are available here: umanitoba.ca/coronavirus

COVID-19 posters will be found posted in buildings and classrooms to communicate key messages such as hand hygiene, and how to screen for symptoms.

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

QUESTIONS??

If you have COVID-19 related questions,
please contact safereurn@umanitoba.ca.