Safety Plan: In-Person/Class Instruction and Teaching

1.0 Scope
Describe the department to which this procedure applies.

This Safety Plan applies to in-person teaching and laboratory sections on the St. George, Scarborough and Mississauga campuses. University of Toronto Safety Plans are posted on the EHS Safety Plans webpage (https://ehs.utoronto.ca/covid-19-information/safety_plans/). For any specific questions about your particular teaching environment, please refer to your UofT contact (e.g. undergraduate chair, graduate chair, etc.).

2.0 Screening
Describe how screening will be conducted.

1) All individuals are to complete a health screening prior to coming onto university owned/operated premises. The UofT Self-Screening Poster (https://ehs.utoronto.ca/covid-19-information/posters/) will be posted at all entrances and reminds all entrants to self-screen prior to entry. UofT staff and students are to use Ucheck (https://www.utoronto.ca/utogether2020/ucheck) or the paper-based or offline self-assessment log for self-screening.
2) Anyone with COVID symptoms should stay at home as communicated through postings and other communications (e.g. the UTogether2020 page: https://www.utoronto.ca/utogether2020/).
3) Procedures in the event of a confirmed COVID-19 case or COVID-19 symptoms are available on the EHS website: https://ehs.utoronto.ca/covid-19-information/ProceduresUcheck-confirmedcase-symptoms-illness/.

3.0 Physical Environment/Physical Distancing
Describe measures that will be put in place to provide for physical distancing.

Physical distancing, adjustments to physical layouts to allow for distancing, and other measures are outlined in the In-class Instruction and Teaching Guideline (https://ehs.utoronto.ca/wp-content/uploads/2020/07/COVID-19-In-Class-Instruction-and-Teaching-Lab-Guideline-FINAL.pdf). Detailed re-entry plans are captured through the General Assessment Tool. These documents are available on the HR&E Returning-to-Campus webpage (https://hrandequity.utoronto.ca/covid-19/returning-to-campus/). Depending on the pedagogical needs of the course, COVID-19 measures will include a combination of the following:
1) In-person class and lab teaching sections will be limited to courses and content that are required to be taught in-person (including where required to meet requirements for governing professional bodies).
2) Where possible, supplements to in-person classes will be provided virtually (e.g. virtual office hours).

This Safety Plan has been prepared in compliance with provincial regulations and public health directives effective November 23, 2020. Safety Plans will be amended when necessary to maintain compliance as regulations and public health directives change. Safety Plans describe the measures in place when the facility is open. From time to time provincial regulation and public health directives require some facilities to be closed. Please also refer to unit specific re-entry plans for more information. Please post this safety plan in a conspicuous place where it is most likely to come to the attention of individuals working in or attending the location.
3) Physical indicators will be placed where applicable to ensure 2 metre physical distancing (e.g. floor decals, tape, tables, stanchions, visual cues or other markers) for example in waiting areas and where line-ups may occur. Excess furniture will be removed where possible.

4) Fixed or excess furniture that cannot be removed will have a sign saying "do not use" or a Restricted Seating sign (https://ehs.utoronto.ca/covid-19-information/posters/).

5) Seating plan will follow physical distancing and allowable limits under provincial regulation and public health directives. Signage will be applied as appropriate (e.g. Restricted Seating sign, Maximum Occupancy, see also 'Classroom Package' posters: https://ehs.utoronto.ca/covid-19-information/posters/).

6) Where applicable, students have been divided into separate shifts to reduce class size at a given time. Maximum number of persons will follow the more stringent requirements between provincial requirements or maximum occupancy loads as determined, while taking into account physical distancing.

7) Maximum occupancy signs, based on physical distancing, will be posted in common areas (e.g. meeting rooms, elevators, washrooms, storage rooms).

8) Physical distancing signage reminders will be posted throughout the facility including stairwells.

9) Impermeable barriers will be used in appropriate circumstances (e.g. music classes that involve singing or playing wind instruments).

10) Where applicable, in-class activities have been modified so that students work within the same area and “pod” to reduce contact with other students. In some cases, this includes changing classroom and equipment layout.

### 4.0 Hand Hygiene, Cleaning & Disinfection

Describe hygiene facilities and cleaning/disinfection that will be carried out.

1) Handwashing facilities are available in washrooms. Washrooms will be checked for soap and paper towels on a regular basis during the day.

2) Hand sanitizer stations are available throughout the facility and will be checked regularly during the day. High touch surfaces will be disinfected per the Tri-Campus Caretaking Strategy for Return to the University: https://www.fs.utoronto.ca/services/caretaking/covid-19-caretaking-strategy/

3) Shared equipment and surfaces, e.g. countertops, will be disinfected by staff before use. Disinfectant will be provided to staff for use.

4) Staff will conduct additional disinfection on equipment where needed.

5) Where possible, individuals will be encouraged to bring their own equipment (e.g. pens) and will be provided separate or dedicated individual equipment to reducing handling of shared equipment and materials. Where applicable, dedicated individual microphones are provided to instructional staff.

### 5.0 Mask and Face Covering

Describe mask and face covering requirements that will be in place.

1) All individuals will wear a non-medical mask or face covering when they are indoors per provincial regulation and the U of T Joint Provostial and Human Resources Guideline on Non-Medical Mask: https://www.provost.utoronto.ca/planning-policy/joint-provostial-and-human-resources-guideline-on-nonmedical-masks-at-the-university-of-toronto/.

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2) Extra non-medical masks will be kept on-site in the event an individual forgets, damages or loses their own non-medical mask or face-covering.

3) Information on non-medical masks will be posted: NON-MEDICAL Cloth Mask Poster (https://ehs.utoronto.ca/covid-19-information/posters/).

6.0 Personal Protective Equipment (PPE)
Describe any additional PPE that will be needed (if applicable).

1) In most circumstances, physical distancing will be followed, and non-medical masks and face coverings will be worn. Note: non-medical masks and face covering are not considered PPE.

2) If a staff member is not able to maintain physical distancing consistently, a medical grade mask will be used by the staff member. Information on medical masks will be posted: MEDICAL Mask Poster (https://ehs.utoronto.ca/covid-19-information/posters/).

1) Where first aid is required, staff providing first aid will follow the Guidance for workplace identified First Aiders during the COVID-19 (Coronavirus) Pandemic (https://ehs.utoronto.ca/training/first-aid-training/) and maintain physical distancing if possible. If it is not possible to maintain physical distance due to the circumstances, designated staff will be provided with PPE appropriate to the circumstance.

2) Where a service is being provided requiring a service provider to come within 2 metres of a person who is not wearing a mask or face covering and is not separated by an impermeable barrier, the service provider will wear appropriate PPE covering their eyes, nose and mouth.


If faculty, librarians, staff or students have a question that is not covered, please consider using the Contact Us button (https://www.utoronto.ca/covid19-contact) located at the top of the FAQ section to submit your question).