COVID-19 In-Class Instruction Guidelines for Instructors

The health and safety of instructors, teaching support staff, and students is a priority. In addition to the health and safety measures being put in place, a key element of the planning process for a return to in-person instruction is classroom management. The following guidelines have been developed to support the safe provision of instruction. Additional questions can be directed to your program administrator, Chair, or Dean's Office.

What should I do before my first class?

Understand and integrate the UofT prevention measures

- Familiarize yourself with general COVID-19 prevention measures (e.g. hand hygiene and respiratory and cough etiquette)
- Encourage students to be fully vaccinated and to complete the provincial self-assessment tool before coming to campus.
- Masks are not required. We ask everyone to respect each other's decisions, comfort levels, and health needs. For more information on masks, please also refer to Ch 6 of the COVID-19 General Workplace Guideline. Medical masks are not required but are available as supplies allow at designated locations https://www.utoronto.ca/utogether/masks.
- Physical distancing is not required. Units have the discretion to implement physical distancing.
- It is recommended having a box of masks to class (available from MedStores or from your Dean's office) to provide to a student who might request one.
- **Review your Faculty/division's plan** for classroom cleaning and hygiene practices and supplies; be aware of any instructor or teaching support staff responsibilities. Questions regarding this plan should be directed to your program administrator.

Employees who would like to discuss workplace accommodations should speak to their supervisor. For more information regarding workplace accommodation, please also contact Health and Well-Being. Students requiring academic accommodations should visit the Office of the Vice-Provost, Students page.

Visit and prepare your classroom

When your Faculty/division indicates that classrooms are ready for the term, visit your classroom to familiarize yourself with the room and equipment.

- Plan for any materials that you will be required to bring into the classroom each session, such as chalk, white-board markers, erasers, personal microphones, etc. Questions related to teaching materials should be directed to your program administrator.

Connect with your teaching team and students

Connect with the members of your teaching team (co-instructor(s), course coordinator, TA(s), technical support staff), to discuss the teaching plan and ensure they are familiar with the prevention measures, space logistics, and considerations.

Reach out to students enrolled in the in-person course sections to share your expectations for them, including in-class behaviour, participation, and interaction with you and the teaching team. Prepare students for the safety practices of the in-person experience, including the general COVID-19 prevention measures, space logistics, and considerations. Ensure that students are aware that the University has suspended the need for a doctor's note or medical certificate for absences if experiencing COVID-19 symptoms.

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What's important to share with students during the first class?

Orient students to the space: If cleaning supplies are available, such as a hand sanitizer dispenser, note their location.

Remind students of safety measures: Provide a visual and verbal reminder of the general COVID-19 prevention measures and any other protocols required by your Faculty/division. Feel free to adapt the PowerPoint presentation provided to use on your first day of class or within Quercus. Add to this a reiteration of your expectations for in-class behaviour, participation, and interaction with you and the teaching team.

Review course structure & activities: Describe how class time will be structured and what kinds of learning activities students can expect to experience during class sessions.

How should I manage issues that arise in my class?

What do I do if a student doesn't comply with the safety regulations put in place?

Follow similar existing processes for non-compliant behaviour in a classroom or teaching lab [e.g. student not wearing proper personal protective equipment (PPE) to protect from chemical hazards]. For additional guidance, please refer to section on Compliance in Ch 10 of the COVID-19 General Workplace Guideline.

What do I do if someone in my class feel sick? Or if I require immediate assistance?

Be familiar with procedures on what to do if an instructor, librarian, staff member, or student experiences a COVID-19 related symptom, has COVID-19, or has had an exposure: Procedures in the Event of a Confirmed/Symptomatic Case or Known Exposure to COVID-19.

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