

 COVID-19 Safe Work Practices—Instruction and Learning Activities Conducted in Person			
COVID-19 SWP	Responsible Administrator		
OHS2020-017	EOC Policy Group		
Committee Name			
Joint Health and Safety Committee			
Approved by	Replaces	Category	Next Review
Joint Health and Safety Committee	New		2021
Date Issued	Date Revised	Related Policies, Reference	
August 17, 2020		OP.402 Health and Safety COVID-19 Exposure Control Plan	

CapU’s priority is the health and safety of both students and employees. The following protocol is designed as a general best practice that can be used for instruction and learning activities conducted in person, in conjunction with the University’s response to COVID-19.

Primary guidelines should include, but are not limited to:

1. Do not attend activities if you are sick or feel cold or flu-like (COVID-19) symptoms such as: new or worsening cough, chills, shortness of breath, fever, new muscle aches, headache and/or sore throat.

If you are a student and COVID-19 symptoms occur while you are attending in-person instruction/learning activities, report your symptoms to your instructor. Return to your residence immediately and contact 8-1-1 as appropriate and follow the directions of your local health authority and/or the Provincial Medical Health Officer (MHO).

If you are an instructor, report your symptoms to your department coordinator or chair. Return to your residence immediately and contact 8-1-1 as appropriate and follow the directions of your local health authority and/or the Provincial MHO.

2. Continue remote office hours, instruction and learning; unless in-person activities have been approved by the dean.
3. Practice physical distancing—maintaining at least two metres distance between yourself and others.
4. Apply hand sanitizer upon entry into an instructional space.



5. Students are required to follow the COVID-19 safety direction of their assigned instructors while attending in-person instruction and learning activities. This includes, but is not limited to:
 - a) Physical distancing
 - b) The use, sanitization and cleaning of shared equipment
 - c) Care and use of Personal Protective Equipment (PPE)
 - d) Circulation patterns in instructional spaces

6. If an instructor recognizes a student displaying symptoms consistent with COVID-19, please refer to the [COVID-19 Safe Work Practice—Student COVID-19 Illness Process](#). A copy is included in the cleaning kit.

7. The use of re-usable or disposable non-medical face masks/facial coverings that cover the nose and mouth is requested in all indoor common areas. These areas include: building entryways, atriums, hallways, stairwells, washrooms and study areas.

Masks are recommended in all indoor spaces and required in situations where two-metre distancing is not possible.

8. If instruction must be performed in less than two-metre distance (< 2m), the use of non-medical face masks/facial coverings and possibly other PPE is required. Please refer to Safe Work Practices (SWP) for—*Less Than 2m Instruction, Less Than 2m Physical Work* and/or *Less Than 2m Physical Work/Instruction with Physical Contact*.
9. A transparent face shield, instead of a face mask, can be provided by CapU and worn by students or instructors providing instruction when there is a need to see mouth movement (i.e., vocal/ language/ lip reading instruction, etc.)
10. Cleaning kits containing sanitization supplies and gloves will be provided for each classroom. These are in addition to the course-specific supplies given to each instructor for their course.
11. Instructors must perform and record attendance, for any participants in in-person instruction and learning activities. These records must be kept for 30 days to ensure the safety of everyone and to support contact tracing by public health officials, if required.
12. Students and instructors will not share computers, accessories or other high touch equipment unless they can be sanitized between users.
13. Avoid distribution or sharing of physical materials (i.e., paper handouts, samples, specimens). In circumstances in which physical materials must be shared, ensure that they can be sanitized on site, or that only uncontaminated (sealed) materials are distributed in a manner that maintains physical distancing.



- 14.** Shared equipment and furniture must be sanitized after use, by the individual user. These include, but are not limited to: chair seats, backs, arm rests, desks, keyboards and accessories. Lab technicians and instructors will review specific cleaning instructions for lab equipment, based on manufacturer's instructions.
- 15.** Disinfectant wipes or towel wipes with disinfectant spray will be provided. Disinfectants must have a Drug Identification Number (DIN) and be formulated for killing viruses. The following procedures need to be applied:
 - a) Wear disposable gloves provided
 - b) Use a wet disinfectant wipe to wipe "high touch" surfaces
 - c) Let wiped surfaces remain wet as directed on product packaging or until they have naturally dried
 - d) Dispose of used wipes and gloves in an appropriate waste receptacle
 - e) Perform hand hygiene (washing or sanitizing)
- 16.** Shared keyboards can be placed in disposable transparent keyboard sleeves (to be used and disposed of) when available or wiped down with a damp (not dripping) disinfecting wipe.

Continue to practice good hand-washing techniques and hygiene practices.

- Wash your hands often with soap and water for at least 20 seconds. If soap and water is not available, use an alcohol-based hand rub to clean your hands.
- Avoid touching your eyes, nose or mouth with unwashed hands.
- Cough or sneeze into your elbow or sleeve.
- Dispose of tissues appropriately.
- Avoid contact with sick people and stay at home or in your residence room if you are experiencing flu-like symptoms.
- Frequently clean high-touch surfaces such as electronics, computer keyboards and phones.
- Practice physical distancing—maintaining at least two-metres distance between yourself and others.