

In-Class Teaching COVID-19 Guidelines

Last Updated: Sept. 2, 2022

These guidelines outline the public health requirements, strategies and best practices in order to ensure that instructional spaces are occupied safely, and to support the needs of employees and students returning to the classroom.

General Safety Measures

All members of the Carleton community are required to follow requirements and guidelines regarding health and safety which may change from time to time. For the most recent information about Carleton's COVID-19 response and health and safety requirements please see the [University's COVID-19 website](#) and review the [Frequently Asked Questions \(FAQs\)](#). Should you have additional questions after reviewing, please contact covidinfo@carleton.ca.

Masks

In line with current [public health guidance](#), **masking is strongly recommended** as a way to protect yourself from COVID-19 – particularly in indoor settings where physical distancing cannot be maintained. In line with other health care facilities, Health Services and the Sports Medicine Clinic will continue to require masks. Masks are available to all faculty and staff and can be obtained from departmental administrators through [eShop](#). Three-layer cloth masks have also been included in our student orientation kits.

Individual preferences regarding mask use will vary. Everyone is empowered to make their own decisions to help reduce personal risk, and we ask everyone to be understanding and respectful of people's personal choices. Outside of our health care facilities, individuals cannot require colleagues or students to wear masks in classrooms or offices, except in very specific situations such as labs where masks were required prior to the pandemic. Please note that the university's mandatory mask mandate may be reinstated at a future time, should public health indicators and guidelines change.

Attendance and Symptom Tracking

Scanning campus QR location codes with a smartphone camera and taking attendance for the purposes of contact tracing is no longer required. Please leave all signage regarding QR codes in place should we be required to re-implement this in the future.

Should a student reach out to advise that they are ill with COVID-19 symptoms, or have tested positive after attending class, please direct them to complete the [Symptom Reporting Form in cuScreen](#). The complete Student Symptom Reporting Protocol is available on the [COVID-19 website](#).

Classroom Occupancy

The capacity of each classroom has returned to regular (pre-COVID) limits and while encouraged where possible, physical distancing in the classroom is not required.

Class Start and Stop Times

Class start and stop times have returned to regular (pre-COVID) scheduled times. A reminder that classes normally start five minutes after the hour (e.g. 10:05 or 2:35) and end 5 minutes before (e.g. 11:25 or 4:55) to allow time for students and instructors to transition between classes and buildings.

Teaching in a Classroom

At this time, Instructors are not required to wear face masks, including while teaching. Audio amplification is available in all of Carleton's classrooms. Each instructor and TA who requires it will be provided with their own lapel microphone.

The science on surface transmission (fomites) suggests that surface transmission of COVID-19 occurs very rarely. However, surface cleaning is currently required under public health guidelines. Wipe down the surfaces of the console, the mouse, keyboard and any other high-touch surfaces. If supplies are missing, contact FMP, fmp.service.centre@carleton.ca. Please also encourage TAs and students to wash or sanitize their hands as per public health guidance.

Instructors should avoid meeting students at the end of the class at the teaching console. Instead, please move meetings outside of the classroom into a space that permits physical distancing, or schedule a virtual appointment with the student(s).

Teaching Approaches

Although not required, we strongly encourage all members of our community to practice physical distancing where possible. Guidance on alternative approaches to teaching and learning is available from [TLS](#).

For guidance for Teaching Labs, please review the *In-class Teaching Lab COVID-19 Guidelines*.

Assessment Strategies

A course section taught completely on campus is permitted to conduct in class quizzes, tests, midterms and exams.

For instructors teaching an online or hyflex course(s), there is flexibility and options available for in-person assessments. If a student is not able to come to campus because they are studying remotely, they can [apply to write at a distance](#) by **September 22**. It is strongly encouraged that messaging or a statement is included in the course syllabus about the requirement for in-person assessments for online courses. Instructors can get assistance from Scheduling and Examination Services.

Non-Compliance

Everyone in the classroom is required to comply with public health requirements and the University's policies and procedures to ensure a safe environment. No person shall knowingly create a condition that endangers the health or safety of other persons. The

following steps should be followed if a student does not comply. These steps follow existing processes for non-compliant behaviour in a classroom.

- A student in non-compliance should be dealt with in a stepped approach, whereby the instructor first speaks with the student. If the student does not comply with the request or guidance, the instructor should connect with Campus Safety Services who will triage the incident.
- If the behaviour is repeated, Step 1 is to be followed and the instructor should also elevate the matter to the Chair/Director and Student Affairs, who will engage with the student. If necessary, Student Affairs will consider the Student Rights and Responsibilities Policy.

Course Instructor Illness

In cases where course instructors are ill with COVID-19 symptoms or have tested positive for COVID-19: please be prepared to manage absences caused by your own need to isolate (as you would normally handle absences caused by illness).

Recognizing that there may be instances where instructors test positive for COVID-19 but do not need to cancel class because they are not experiencing significant symptoms, the instructor may choose to shift their course(s) to an online delivery mode during their isolation period. Otherwise, the course's delivery mode will proceed as originally scheduled unless university-wide changes are announced due to new restrictions.

Student Illness Procedure

Steps to follow when a student feels ill during instruction and requires assistance:

- Request that the student with symptoms immediately leave campus and self-isolate;
- Remind the student to complete the symptom reporting tool and, if student is also an employee, remind them to also email/phone their supervisor/manager.
- If the student is incapable of leaving the classroom, contact Campus Safety Services at 613-520-4444. Establish, a safe, designated isolation area for the student to wait that is at least 2 metres away from you and other students until CSS and EMS arrive.