

## **In-Class Teaching COVID-19 Guidelines**

These guidelines outline the public health requirements, strategies and best practices for ensuring instructional spaces are occupied safely, and for supporting the needs of employees and students returning to the classroom. For the latest information about Carleton's COVID-19 response and policies, please see the [University's COVID-19 webpage](#) and review the Frequently Asked Questions (FAQs). Should you have additional questions after reviewing, please contact [covidinfo@carleton.ca](mailto:covidinfo@carleton.ca).

### General Safety Measures

All members of the Carleton community are required to follow general COVID-19 prevention measures and all mandatory public health requirements, including wearing a well-fitted mask that covers the nose, mouth and chin at all times, physical distancing, hand hygiene, respiratory and cough etiquette, mandatory self-screening prior to coming to campus daily, and using the QR codes when entering/exiting a classroom. No food or drink are permitted to be consumed in classrooms, except for water as needed.

### Attendance and Tracking

Carleton has a QR code system available to facilitate attendance tracking for Fall 2021. To meet public health mandates all individuals (instructors, students, TAs, etc.) entering a class must register every time they enter/exit a classroom. If the QR system is not functional, the instructor must take attendance .

### Classroom Occupancy

The maximum capacity of each classroom will be posted and compliant with government directives on room capacity and in-person teaching.

Where possible, entry and exit paths will be designated through separate marked doors. Please ensure entering students yield right of way to individuals leaving the classroom. Signage will be posted to indicate circulation pathways in the classroom.

Students should be directed to sit in areas that are designated and meet physical distancing guidelines. Instruct students to fill seats in order to reduce crossing paths (i.e., first students in the room should go to the farthest seats). Similarly, dismiss students starting with those closest to designated exit. Remind students to maintain physical distancing as they exit/enter.

### Class Start and Stop Times

Instructors should plan to start sessions five minutes later and end them five minutes earlier whenever possible to support transitions that allow for physical distancing and ensure maximum capacities are not breached. For example, if possible, a class scheduled to start at 9:35 and end at 10:55, should start at 9:40 and end at 10:50.

Please ask students not to remain in the academic spaces before or after your class.

### Teaching in a Classroom

Classroom furniture has been configured to ensure physical distancing. While many classrooms have moveable furniture, an instructor choosing to reconfigure the furniture must respect physical distancing mandates. Please ensure that reconfigured furniture is returned to its original configuration.

Instructors must wear face masks at all times, 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. Cleaning supplies are available at the teaching podium. 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](mailto:fmp.service.centre@carleton.ca). Please also encourage TAs and students to wash or sanitize their hands after touching surfaces.

Please bring your own chalk, dry-erase markers, and erasers to use on the writable surfaces in the classroom.

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

Under current government guidelines, students and instructors need to maintain physical distance from one another in the classroom. This means that active learning techniques involving group work, group discussion and collaborative work must be done differently. Guidance on alternative approaches is available from [TLS](#).

Specific disciplines like Music, Architecture, Industrial Design and others may have additional specific public health requirements (i.e., use of barriers to separate students singing or performing with wind or brass instruments).

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 online or hyflex, on campus assessments are prohibited.

### 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 with physical distancing or other COVID-19 procedures. 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 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.

#### 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 at 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.