

Health and Safety/Provost questions for Winter 2022

1. Will active screening continue for all buildings in which classes are being held?

Active screening will continue throughout the Winter semester for all the current buildings where Safety Ambassadors are stationed, plus a few more. A complete list of these will be provided in the coming weeks, as will updated [maps](#) noting both primary and secondary entrance locations for campus buildings. The [CampusGo app](#) will also be updated to reflect this information once it becomes finalized for the Winter semester.

a. Will more QR code readers be available?

Some, yes, but for many secondary entrances, the self-attestation results on the Safe Lancer app will become integrated with the Access Expert software (for swipe card/keyfob door access), such that those who receive Red Badges or are otherwise not permitted to be on campus will not be able to enter buildings.

b. Will Safety Ambassadors be given a more permanent space to monitor traffic flow in a timely manner?

If you have specific concerns about this in your building, please bring them to the attention of Health & Safety immediately so they can explore possible alternatives, keeping in mind the need for a power supply and strong wi-fi connectivity to support the QR scanners.

c. With the volume, will additional physical distancing signs be installed?

If the Ministry does not provide guidance for doing so in advance of the start of the Winter semester, we will be declaring all classroom buildings as instructional spaces to enable these areas to accommodate greater numbers of students. Physical distancing guidelines will still need to be maintained in common areas. If you have specific concerns about this in your building/area, please bring them to the attention of Facility Services and they can install additional signage. In the meantime, additional signage is available on the [RTC website](#) (click on the 'Safety Signage' dropdown menu) for you to print and post where you deem appropriate.

2. Will paper copies still be an option for faculty/staff and students who do not have the app?

Yes, but there is also a [webform](#) version that will allow people's attestation results to become synchronized with Access Expert, which would enable them to use secondary entrances as well. Instead of printing off the paper copy of the form each day, they can simply print their QR code that will be valid for 24 hours and allow them to access buildings through the primary COVID entrances with active screening as well.

a. How are Safety Ambassadors verifying that the Attestation number is correct on the paper form?

Safety Ambassadors are writing down the codes of people entering buildings with paper copies of the self-attestation, and these are being reconciled by Health & Safety on a daily basis.

3. Are the building hours changing?

No, Safety Ambassadors will continue to be in place to provide active screening for classroom buildings during the day from 8am until 5pm. After hours, people will be required to swipe in using their [UWinCards](#) or key fobs. Through UwinCARD/fob, all registered students will have access to buildings where physical classes are being held from 8am until 9pm.

4. Will more Safety Ambassadors be hired?

Yes, we will be hiring more Safety Ambassadors to accommodate the increased number of buildings and entrances that will need to be monitored.

5. Will faculty administration continue to be responsible for RED badge tracking and communications, including students with RED badges?

Red badges for employees will continue going to their 'one-up' supervisors and red badges for students will continue going to the Dean of the faculty to which they belong. Faculty Administrators are only required to follow-up on red badges from employees. As of Monday November 22nd, anyone who receives a red badge on the Safe Lancer app will receive an automated email providing them with instructions on next steps and who to follow-up with. This is in addition to what faculty administrators and Health & Safety are doing to follow-up with employees and students.

6. Who will be monitoring zone and flow in buildings?

The person/people responsible for this for your building/area should have been identified as part of the 'Evaluation and Monitoring' section of the Safety Plan Checklist(s) that was submitted to Health & Safety for approval. In addition, Health & Safety staff are also doing random walk-throughs of buildings to ensure that protocols are being followed.

7. What are the cleaning protocols for classrooms?

Currently, classrooms are being cleaned a minimum of twice per day. In addition, cleaning supplies (wipes and hand sanitizer) are available in every classroom should students and/or faculty members/instructors wish to clean or disinfect their seat, desk, podium, or other shared equipment prior to use. The availability of cleaning supplies will continue throughout the Winter semester. Attempts will also be made to clean classrooms a minimum of twice per day,

as has been the case throughout the Fall semester. Please be reminded that the only people who will be on campus are either a) fully vaccinated, or b) have an approved accommodation (or pending the outcome of an application for an accommodation) and are participating in a testing program.

8. Can there be a designated faculty and staff door?

Yes, secondary entrances to campus buildings for employees are being considered as we increase the volume of traffic on campus. More information about this will be circulated in the coming weeks. See my note above regarding QR scanners to understand how buildings will be accessed.

9. What is the protocol if a positive case is reported in a face-to-face class?

This protocol has not fundamentally changed since the start of the pandemic; the Provost's Office circulated an email to all instructors regarding this process on September 22nd, and an updated email will go out to all instructors again early in the new year. Ultimately, the Health Unit will determine what, if any, additional steps will need to be taken beyond having the individual self-isolate. This will be dictated by several factors, including vaccination status, whether it is a variant of concern, breakthrough case, etc.

10. What is the protocol if an instructor reports COVID in a face-to-face class?

Employees should follow the [Employee Guide](#).

11. What will be the protocols for in person midterms and exams?

No changes from what was done during the Fall semester. Courses that are fully F2F may offer in-person exams; online and HyFlex courses may not.

12. Will students be expected to provide medical documentation to instructors for non-COVID illnesses?

As per the Emergency Academic Plan, students may continue self-declaring their illnesses via the UWinsite Student. Instructions for doing so are available [here](#).

13. Will capacity limits be lifted for spaces such as community learning or lobbies?

If the Ministry does not provide guidance for doing so in advance of the start of the Winter semester, we will be declaring all classroom buildings as instructional spaces to enable these areas to accommodate greater numbers of students. Physical distancing guidelines will still need to be maintained in common areas. Please also refer to the [Guidelines and Procedures for Meeting Rooms and Shared Spaces](#) on the RTC website.

14. Will the event form continue to be used in Winter 2022?

There are no plans to remove this requirement for events being organized during the Winter semester; however, this document may be revised soon to reflect changing conditions on our campus and in our local community. In addition, please be advised of the revised [Guidelines and Procedures for Meeting Rooms and Shared Spaces](#) on the RTC website that may be of help as well.

15. Will faculties and service areas be permitted to host face-to-face appointments for student services – non-academic related?

Pending approval from Health & Safety, yes. Faculties and Service Areas that wish to do this should submit revised [Safety Plan Checklists](#) to address this.

16. Will events be allowed to have food?

Yes, catered events may take place in the new year. Depending on their size, approval may be sought through Health & Safety or Catering Services.

17. How will the third dose impact attestation and access to attend campus?

At this time, booster shots are not required to be considered 'fully vaccinated.' Should Health Canada change this definition, then we will adapt our policy and practices accordingly.

18. Will study spaces in open areas be accessible?

Yes, but students must maintain 2m of physical distancing and compliance with the [COVID-19 Mandatory Non-Medical Mask Policy](#).

a. Will cleaning protocols be centrally organized or is this the responsibility of the building administration?

Custodial staff and/or Service Master will clean high-traffic areas twice daily and ensure cleaning supplies are provided in classrooms and common areas such as bathrooms, hallways, etc. Office areas are required to coordinate and maintain their own cleaning supplies, as has been the case throughout the pandemic. Orders of PPE and Custodial Service Products may be placed [here](#) and [here](#), respectively.

19. Can breakout rooms with limited capacity be made available in the faculties?

These are already available to faculties if have been included as part of their [Safety Plan Checklists](#); otherwise, they will become available once entire buildings have been designated as instructional spaces. Physical distancing of 2m and compliance with the [COVID-19 Mandatory Non-Medical Mask Policy](#) still apply.

20. Do new Safety Plans need to be submitted to Provost for departments increasing staffing levels for operational reasons?

At this point, all Departments have been encouraged to increase their on-campus presence to 50%. There is no need to submit revised [Safety Plan Checklists](#) to get to this point. However, if a department wishes to exceed 50%, then a revised Safety Plan Checklist will need to be completed and submitted to Health & Safety for review, with ultimate approval coming from the appropriate Vice-President (in the case of academic units, this is the Provost).

21. When will face-to-face faculty or departmental meetings begin?

As subcommittees of Senate, these meetings will need to continue online until such time as the [Emergency Academic Plan](#) is no longer in place or we are otherwise notified.

22. Will capacity limits change on elevators and in washrooms?

This matter is being explored by Facility Services and signage will be updated to reflect any potential changes to these spaces.

23. Will additional funding be available for HyFlex TAs?

The University has centrally funded an additional 70 HyFlex TAs for the Winter semester, and these have been proportionally distributed across the faculties. Faculties may wish to hire additional HyFlex TAs, but they will be responsible for paying for these out of their own budgets.

24. Can a faculty checklist or FAQ be made available to all instructors?

These resources are already available on the [RTC website](#) and will be updated in December in preparation for the start of the Winter semester. Here are direct links to some of the more useful documents for instructors who may be teaching F2F during the Winter semester (please be advised once again that these will all be updated in December; once Fall classes are complete):

- [Health & Safety Requirements and Expected Behaviours in the Face-to-Face Classroom](#)
- [Returning to Campus: Classroom Procedures](#) (Flowchart)
- [In-Class Instruction Guidelines to Protect Against COVID-19](#)
- [Keeping Each Other Safe: Face-to-Face Expectations in the Classroom](#) (Flowchart)
- [Respectful Engagement: Following Campus Rules for COVID-19](#)
- [Addressing Ongoing Concerns around Student or Staff Refusal to Wear a Mask or Follow Safety Protocol](#) (Flowchart)
- [Keeping Our Campus Community Safe: A Guide for Staff](#)
- [Return to Campus Classroom Presentation \(PDF\)](#) / [\(PowerPoint\)](#)

25. Can an instructor remove their mask if plexiglass is set up in a classroom?

Yes, this has been the case throughout the Fall semester as well, but is now specified in the revised [COVID-19 Mandatory Non-Medical Mask Policy](#). It is also specified in the resource documents above.

26. What is the protocol if students registered in the online section attend face-to-face?

Because they are not registered in that section of the course, they should not be permitted into the classroom.

27. What are the protocols for a multi-section common exam; including sections that are online?

a. Will they all be written at the same time – online and face-to-face?

If the exams are common, it would seem unfair to evaluate the same course two different ways. Thus, since online and HyFlex courses cannot offer in-person exams, all common exams should be offered online.

28. Will buildings be monitored on the weekends to ensure classrooms are not accessed?

Buildings (and classrooms) ought to be locked on weekends, and only those who have been given permission to access them will be able to do so using their UWinCards or key fobs.

29. To accommodate online learning, what spaces will be designated as online learning spaces?

If you are wondering where students can go on campus to participate in their online classes, they may reserve study spaces and/or rooms by following the instructions on this [page of the RTC website](#). Once other buildings are declared instructional spaces, additional locations may be added to this page. Otherwise, students will have many more places where they can participate in their online courses without necessarily having to make a reservation.

30. Can student clubs and groups host on campus meetings?

Student clubs will need to coordinate their efforts through the UWSA but are still obligated to follow the University's Health & Safety protocols if they want to access campus spaces. Currently, student groups wanting to host events are asked to complete and submit the [Event & Activity Forms, Checklists and Procedures](#) form to Health & Safety for approval (this may be subject to minor changes in the coming weeks). Due to the volume of requests being processed by Health & Safety, groups should expect about two-week turnaround for feedback regarding their requests. Additional information and steps may need to be taken before clearance can be provided for an event to proceed. Do not wait until the last minute to submit these documents.