



MEMORANDUM, DCD #8, 2021-22

To: Chairs, University of Toronto Scarborough
CC: Chairs' Assistants, Department/Undergraduate Assistants & Coordinators
From: Professor Katherine R. Larson, Vice-Dean Teaching, Learning & Undergraduate Programs
Professor James Donaldson, Vice-Dean Recruitment, Enrolment & Student Success
Date: 3 September 2021
Re: **In-person COVID Teaching Protocols**
Note: For distribution to all department teaching faculty

Katherine R. Larson
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Dear colleagues

As we are about to launch the new academic year, still under COVID-19 restrictions, we wanted to outline the protocols that have been developed for in-person classroom instruction (lectures, tutorials and labs). This follows the more general guidelines about [Fall teaching and online instruction](#) that was circulated to Chairs last week. Please be sure to share the information included in both of these memos with faculty, course instructors, sessional lecturers, and TAs in your units since they include important information for the Fall term. Further COVID-related updates will be shared weekly from the Provost's Office as circumstances continue to evolve.

As we continue to provide updates, it is crucial to underscore from the outset that the well-being of our community is our main priority. Any instructor who needs additional support, including for health accommodations, childcare, and/or eldercare, should not hesitate to reach out to their Chair. As necessary, Chairs should reach out to Health & Wellbeing, Human Resources, and the Vice-Dean Faculty Affairs, Equity & Success for support and guidance.

The University of Toronto has developed the following tri-campus guidelines and resources for in-person teaching:

- [Updated Guide for Faculty Teaching In-Person Courses](#)
- [Vaccine Mandate for On-Campus Activities and Related Guidelines](#)
- [Provostial and HR Mask Guidelines](#)
- [Disability-Related Mask Accommodations](#)
- [Instructor Slides for In-Person Campus and Classroom Protocols](#)
- [Keeping Accessibility in Mind When Returning to Campus](#)

Please consult these for further information. In addition, please take note of the following University of Toronto Scarborough-specific protocols:

A. Campus Teaching Spaces

Approximately 20% of courses at U of T Scarborough will be running in-person in Fall 2021. At U of T Scarborough we have decided to maintain 2 metres of separation between individuals in each instructional space. This informs the capacity limits that have been set for each classroom and lab. All in-person course sections have been populated using these limits.

Please direct students to sit at marked spaces only, and please do not invite more students into the room than have been enrolled in the in-person section.

For each room, entry and exit doors have been indicated; please encourage students to follow these directions.

B. Teaching Protocols

Please remind students about the University policy for attending campus in person: Students, faculty, and staff must be vaccinated or have a university-approved exemption, in which case regular rapid testing is required. **Each day** a student, faculty, or staff member is present on campus they must complete UCheck and receive a green screen, signalling they have been cleared to be on campus.

Instructors are **NOT required** to check students' UCheck status

Instructors are **permitted** to request that students show their UCheck screens, but **ONLY** if this applies to every student in the room (i.e. instructors may not ask only some students to show their screens). We recommend that the instructor also show their green screen, if they ask this of students. Instructors are also encouraged to ask to see a student's green screen, and show their own, for in-person office hours.

The University mask policy has been updated to define what constitutes an acceptable face covering. Specifically, alternatives to masks (e.g., bandanas, scarves, gaiters etc.) are **no longer** considered acceptable. An acceptable mask **MUST** be worn by **everyone** in a public indoor space. This includes all those present in a teaching space, with this exception: an instructor may remove their mask briefly, to sip water, etc., as long as there is **more than a 2-metre distance** between the lectern and the first row of students.

Instructors should emphasize to students that **if they have any COVID symptoms, or if they are generally not feeling well, they should NOT attend campus in person**. Instructors are also reminded that they should not ask students for any medical documentation for absences. Instead, students should submit a self-declaration for absences, including for missed tests, labs or examinations, on ACORN.

Because of this encouragement to remain off-campus if a student feels unwell, instructors should be prepared to make accommodations for such students so that they are not academically disadvantaged.

C. Procedures in the Event of a Confirmed COVID Case

If a student, faculty, or staff member tests positive for COVID, they must do the following:

1. Report this result directly to U of T's occupational health nurse (OHN) by email at ehs.occhealth@utoronto.ca.
2. Report their illness to their supervisor or manager in accordance with departmental processes.
3. Students must complete the self-declaration form on [ACORN](#).

Note: Faculty members, librarians or staff who become aware of a symptomatic/confirmed COVID-19 case amongst students, contractors, or visitors, should also contact the OHN who will provide guidance to the unit. Please note: All contact tracing for the University must be conducted by the OHN.

We recognize the ongoing challenges and pressures that teaching in the COVID context entails, and we thank all instructors for their dedicated support of our students. We wish you all the best for the coming term.