



## MEMORANDUM DCD #26, 2021-22

To: Chairs, University of Toronto Scarborough  
Cc: Chairs' Assistants, Undergraduate Coordinators & Departmental Assistants  
From: Professor Katherine R. Larson, Vice-Dean Teaching, Learning, & Undergraduate Programs  
Professor David Zweig, Acting Vice-Dean Recruitment, Enrolment & Student Success  
Date: 31 January 2022  
Re: **In-Person Teaching Protocols - Winter 2022**  
Note: For distribution broadly

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Dear colleagues

Thank you for all your work as we prepare to transition out of the online world. Our phased approach to the Winter term will see approximately 30% of undergraduate courses returning in-person on **7 February**, with a full return on **28 February**. Our largest courses will be offered either online or with WebOption support, and a small number of courses will continue online for the full term, including year-long courses that began online in the Fall and courses granted individual exceptions through Health & Well-Being and the Family Care Office.

As we look ahead to a full return to in-person teaching at U of T Scarborough, we wanted to remind you about the protocols that have been developed for in-person classroom instruction as we continue to navigate the pandemic. We ask Chairs and Departmental administrators to be sure to share this information with faculty, course instructors, sessional lecturers, and TAs in your units. This memo builds on the pedagogical guidelines for Winter course delivery that were circulated to Chairs in [DCD #19](#).

We wish 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 or in recognition of childcare and/or eldercare responsibilities, should not hesitate to reach out to their Chair. As necessary, Chairs should reach out to Health & Well-Being, Human Resources, and the Vice-Dean Faculty Affairs, Equity & Success for support and guidance.

Please be sure that students are also aware of campus supports for well-being and mental health <https://www.utscc.utoronto.ca/hwc/>, including the 24/7 [My SSP App](#).

For those who have not yet returned to campus, there are some general protocols for all members of the community to follow.

- The University's [vaccination requirement](#) stipulates that all those intending to come to campus must be fully vaccinated against COVID-19 or have a university-approved exemption. Vaccination requirements may be updated to include boosters depending on provincial guidelines.
- Daily health self-screening via [UCheck](#) is **mandatory** and must be completed prior to coming to campus each day. A **pass** or "**Green Screen**" is required to come to campus. You may be asked to show your "Green Screen" while on campus.
- [Wearing face masks](#) is **required** in all indoor University spaces except in some limited circumstances, such as when alone in a private office. The University is recommending ASTM Level 2/3 medical masks. These will be made available on campus, including in classrooms, to ensure that all members of our campus community are able to access them. Masks are also available for purchase at the U of T Scarborough Bookstore.

Faculty who have not yet returned to campus are encouraged to visit before their courses resume to familiarize themselves with campus protocols and to check to ensure that their on-campus office equipment is in good working order. Open access to campus will resume **7 February**. Until then, access to buildings is by fob, or through the sign-in desk at the main Science Wing (SW) entrance.

As well, 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](#)
- [Provostial and HR Mask Guidelines](#)
- [Disability-Related Mask Accommodations](#)
- [Keeping Accessibility in Mind When Returning to Campus](#)

Please consult these, as well as the [UTogether](#) page, for further information. In addition, please take note of the following University of Toronto Scarborough-specific protocols:

#### A. Campus Teaching Spaces

In keeping with guidance from the Ministry of Colleges and Universities, the 2m distancing requirement within spaces designated as “instructional” has been eliminated. We have worked to reduce classroom density wherever possible by moving smaller and mid-sized classes into larger classrooms that opened up as 100+ and 250+ courses moved online. Study spaces in the library, instructional laboratories, and computer labs, are also designated as “instructional space” and are not subject to distancing.

U of T Scarborough classrooms will soon be added to the [Synchronous Space Finder App](#). This App will assist students with finding available classrooms to participate in online courses while on campus. The inventory of U of T Scarborough classrooms is expected to be searchable on the App by **28 February**.

All other spaces remain under the Provincial Step 3 requirements for physical distancing. This includes offices, corridors, meeting rooms, and public spaces. Please help ensure that everyone respects the distancing requirements in these spaces. Removing masks for eating should only take place in designated areas.

#### 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 is recommending ASTM Level 2/3 medical masks. Alternative coverings to masks (e.g., bandanas, scarves, and gaiters) are not acceptable. An acceptable mask **MUST** be worn by everyone in a public indoor space. This includes all those present in a teaching space unless a medical or pedagogical exemption has been granted. Instructors and students may remove their mask briefly to sip water, etc. Students may not eat in class.

Divisions that returned to higher levels of in-person instruction than U of T Scarborough in the Fall term have reported very few issues with mask compliance in classrooms. We encourage faculty to underscore the importance of the mask requirement for collective health and safety in framing expectations for their class on the first day of in-person return. Faculty are under no obligation to continue lecturing if students are not following the mask requirement.

Additional wireless mikes have been made available in mid-sized classrooms to assist faculty with projecting while lecturing in a mask. U of T Scarborough classroom podiums are also equipped with video capability for instructors who would like to record their lectures. Instructions can be accessed through the [Centre for Teaching and Learning's Academic Resources site](#). Classroom podiums are supported by Information & Instructional Services (IITS).

Faculty who would like to request a mask exemption while lecturing for pedagogical reasons (e.g., demonstrating language instruction) or health-related reasons should reach out to their Chair; the Office of the Vice-Principal Academic & Dean is coordinating with Environmental Health & Safety in assessing exemption requests.

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.

Because of this encouragement to remain off-campus if a student feels unwell, instructors are reminded of the importance of supporting students who may need to miss class due to illness or the need to self-isolate. Please treat unwell students with compassion and flexibility to ensure that they are not academically disadvantaged.

**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 <https://www.utoronto.ca/registrar/acorn-absence-declaration-tool>.

### 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](mailto: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. All contact tracing for the University, and related guidance for disclosures of positive cases, must be conducted by the OHN.

QR codes used for contact tracing purposes will be posted in common areas across campus including study spaces, computer labs, and in the library.



#### D. Snow Days

In the event of inclement winter weather that necessitates the closure of the campus once we return to in-person offerings, this will apply to all U of T Scarborough classes in the Winter term, whether in person or online.

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. Know that we are here to support you however we can. We wish you all the best for the coming weeks and look forward to seeing you back on campus.

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