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## COVID-19 SAFETY GUIDELINES

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### In-Person Teaching Activities – Student Directives

*Updated February 11, 2021*

Environmental Health & Safety (EHS) assessed all In-Person Teaching Activities in order to ensure that these essential academic activities can take place in the safest manner possible in the context of COVID-19. The assessment included visits to the teaching space, calculating the capacity of the teaching space given the physical distancing directives and understanding the activities that would take place. EHS established the maximum capacity for each course and activity in each teaching space such that students will be able to maintain 2 metres of physical distancing from one another. In addition to this physical distancing, **students are required to wear a procedure mask (surgical mask) throughout In-Person Teaching Activities.**

These COVID-19 specific directives for students describe what is expected and permitted during In-Person Teaching Activities on campus. These preventative measures are applicable for the majority of In-Person Teaching Activities. For a limited number of courses and activities, additional safety measures are required. Departments will inform students enrolled in those courses of the additional safety measures.

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#### Entering the Teaching Spaces

When waiting for the In-Person Teaching Activity to start, you must wait outside the teaching space, ideally 2 metres apart. The area outside of the teaching space is an indoor public space and everyone is required to wear a procedure mask (surgical mask). Although wearing masks, waiting 2 metres apart is recommended.

You must enter the teaching space one at a time. Whenever possible, the door will be propped open to allow for contactless entry.

Upon entering the teaching space, hand washing or hand disinfection is required before going to your workstation or seat. If using a sink, only one student is permitted to be at the sink at a time. If a sink is unavailable, then you will be offered hand sanitizer.

The first student who enters the teaching space should go to the workstation or seat furthest from the door and each subsequent student at the furthest available workstation or seat.

In situations where bathrooms are nearby (adjacent to the teaching space), you are permitted to wash your hands IMMEDIATELY PRIOR to entering the teaching space, provided there is contactless entry.

#### Once at the Workstation or Seated

Once at your workstation or seated, you must continue wearing your mask. A procedure mask (surgical mask) must be worn throughout the In-Person Teaching Activity, unless doing so would pose a safety risk. Teaching staff will advise you if you are permitted to remove your mask.

BEFORE the In-Person Teaching Activities begin, you must clean and disinfect all surfaces that you will touch. You will receive instructions and all necessary materials.

### **During the In-Person Teaching Activities**

**You must wear a procedure mask (surgical mask)** throughout the In-Person Teaching Activities, unless doing so would pose a safety hazard. If other personal protective equipment is required during the In-Person Teaching Activities, you will receive these safety directives from the department.

Avoid the sharing of equipment, tools, and/or materials. If sharing is necessary, ensure items are properly cleaned and disinfected before and after each use. You will receive instructions and all necessary materials.

**You are required to respect the public health directives aimed to prevent the spread of COVID-19, including:**

- Do not come to campus if you have any COVID-19 related symptoms or if you have been in contact with someone who has COVID-19.
- Respect hand hygiene and respiratory etiquette, including covering your mouth and nose with your arm when coughing or sneezing and, if you use a tissue, to dispose of it as soon as possible and wash your hands afterwards.
- Avoid direct contact with others when greeting them.
- Avoid touching your face.
- Maintain 2 metres of physical distance from classmates and staff
- Disinfect touched surfaces of shared instruments, equipment, and tools after each use.

These directives are specific for the prevention of the spread of COVID-19 and are in addition to any PPE required due to the nature of the In-Person Teaching Activities (e.g., lab coat, safety glasses, and safety shoes).

**Faculty/staff** present during the In-Person Teaching Activities are not required to wear any personal protective equipment (PPE) when maintaining 2 metres of physical distance from students.

However, when providing instruction or assistance to students and when unable to maintain 2 metres of physical distance, **faculty/staff** will be wearing both a **procedure mask** (also referred to as a surgical mask) **AND eye protection** (safety glasses, goggles, or visor covering the face up to the chin).



If you need to exit the teaching space for a short period of time (e.g. to go to the bathroom) and are not already wearing a mask, you are required to put on a procedure mask (surgical mask) in order to exit, and until re-entering.

### **Once In-Person Teaching Activities Are Completed**

All frequently touched surfaces in the teaching spaces (tables, countertops, doorknobs, etc.) are to be cleaned and disinfected. You must clean and disinfect all surfaces you came into contact with during the In-Person Teaching Activities.

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## Exiting the Teaching Space

When the In-Person Teaching Activity has ended and the cleaning and disinfection completed, exit the teaching space one at a time, starting with the student closest to the door exiting first.

Wash your hands BEFORE leaving the teaching space. If not possible, wash your hands in the closest washroom BEFORE leaving the building and campus.

Prior to exiting the teaching space, put on a procedure mask (surgical mask) if you are not already wearing one. You are required to exit the building and campus immediately once the In-Person Teaching Activities has ended.

## In the Event of an Emergency Evacuation

In the event of an emergency that requires the evacuation of the building, follow the evacuation directions from the faculty or staff present. Prior to exiting the room and evacuating, don a procedure mask (surgical mask). If one is not available or you are not able to do so, it is permitted to evacuate the building without wearing a mask. During the emergency evacuation, the 2-metre physical distancing requirement is lifted. The physical distancing requirement resumes once you have exited from the building.

## Compliance

Given the importance of the safety and wellbeing of our community, campus access may be revoked in response to violations of University COVID-19 safety precautions. Other responses to COVID-19 safety violations may also include measures under the Code of Rights and Responsibilities, the Policy on Student Involuntary Leave of Absence and/or other University policies.

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## Personal Belongings

Non-essential materials are not permitted in teaching spaces. Personal belongings, such as jackets, should be safely store in a locker and cannot enter the teaching space. Locker rental is available and all students participating in In-Person Teaching Activities are strongly encouraged to rent a locker for the semester. For information on locker rental and to rent a locker, please visit the Locker Services website at <http://www.concordia.ca/hospitality/locker-services.html>. When selecting a locker, be sure to select a locker in the same building as you In-Person Teaching Activities and, if possible, on the same floor.

## Mandatory Wearing of Procedure Masks (Surgical Masks)

A procedure mask (surgical mask) must be worn throughout the In-Person Teaching Activities, unless doing so would pose a safety hazard. It is important to note that when working with hazardous materials, such as chemicals, vapours could become concentrated in the mask and thus in your breathing zone. Teaching staff will advise you if you are permitted or required to remove your mask during the In-Person Teaching Activities.

## Suspected Case of COVID-19

In the event you develop COVID-19 related symptoms on campus during your In-Person Teaching Activities, follow the [Procedure for Suspected or Confirmed COVID-19 Case at Concordia University](#).

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The university has developed a series of **COVID-19 Workplace Safety Guidelines** that apply to students attending In-Person Teaching Activities on campus, including:

*Campus Circulation ([EHS-DOC-174](#))*

*Cleaning & Disinfection for Research/Teaching Workspaces ([EHS-DOC-163](#))*

*Hygiene & Respiratory Etiquette ([EHS-DOC-172](#)).*

*All guidelines, including French versions, are available of the [EHS COVID-19 webpage](#).*

## Quebec Public Health Directives

Visit [Health recommendations for everyone](#) for the most up-to-date public health directives.

Questions? Contact Us at [ehs@concordia.ca](mailto:ehs@concordia.ca) or by phone at extension 4877.