

Health and Safety Resources for Instructors Teaching In-person in Winter 2021

As instructors prepare for in-person teaching in the Winter term, some have questions about the health and safety protocols that are in place at York University and what the university is doing to support and ensure the well being of our community. This document offers an overview of York's health and safety protocols related to COVID-19 and provides links to further information.

Our first priority is the health and safety of the entire York community. It is important to remember that the University continues to operate under emergency restrictions, following public health and government directives.

1. Return to Campus Website:

Visit the dedicated [Better Together: Phased Return to Campus](#) website on a regular basis. Stay up to date with the latest information. Read the community updates, FAQs and check your email for new information and [resources](#) that can help you manage through these challenging times, including mental health services and useful tips on working remotely.

For those who have been approved to be on campus this January, we will provide regular campus status information including; academic and research programs that have been approved to be on campus; etc.; services available (food, parking, transportation, IT, administrative services, student support); how to navigate our campuses (what is open/what is closed); and the various processes and procedures in place to ensure your health and safety and where to find important information such as forms, checklists, contact information and relevant guidelines/policies.

2. Awareness and Education

As departments and Faculties make their plans for a gradual phased return to York's campuses, health and safety guidelines and risk assessment are being used to develop safe work plans and procedures in areas that will be occupied (e.g., classrooms, washrooms, residence spaces, offices, research/lab spaces, studios and public areas within York campuses). Staff and faculty who need to return to campus as approved by their department/faculty will need to complete [Return to Campus COVID-19 Training](#).

3. Campus Access Screening

Staff and faculty approved to return to campus (including on an intermittent or gradual basis) will be asked by their managers (or point person) to complete the [COVID-19 Screening Checklist](#), prior to every visit on campus to help reduce the potential risks of COVID-19 to help ensure the safety and well-being of our community.

4. Physical Distancing



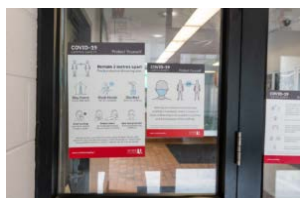
Physical distancing remains one of the most effective strategies in reducing the spread of COVID-19. As a result, several spacing initiatives are being implemented, including setting up classrooms so that students can sit at least two metres apart from one another and making changes within residences and co-curricular spaces to allow for increased physical distancing. Dedicated entrances and exits have been established to encourage a one-way flow of traffic and limit the number of people allowed in a given space.

5. Plexiglass Barriers



York is conducting assessments across campuses to ensure that adequate physical distancing measures are in place. In high traffic areas where maintaining a two-metre distance from others may not always be possible, or may be challenging, the University is installing appropriate protective measures such as plexiglass barriers.

6. Signage



New signage is being placed across York campuses to encourage and remind everyone to practise physical distancing, ensure proper hand hygiene and other appropriate safety measures. There are also signs indicating maximum occupancy limits in meeting rooms and elevators, and signs that direct the flow of foot traffic.

7. Sanitizing Stations



Proper handwashing helps prevent the transfer of the COVID-19 virus from surface to surface, and from contaminated surfaces or materials to the hands and subsequently to other parts of the body – particularly the eyes, nose, and mouth. In addition, the University is installing 9 new high-density foot pedal hand sanitizer stations. Each dispenser will be installed at an accessible height in high-traffic locations across our campuses so that everyone can easily sanitize their hands where handwashing is not possible.

8. Increased Cleaning and Disinfecting



Libraries and classrooms that are open will be cleaned daily, Monday to Friday. Common touched surfaces such as elevator buttons and main building entrance doors handles will be disinfected twice a day. Residences will also receive increased levels of cleaning and sanitizing.

9. Personal Protective Equipment (PPE)

All employees working on campus are required to follow existing PPE requirements as part of their regular job duties. Any additional PPE (e.g., gloves, surgical masks) requirements due to COVID-19 are established by area-specific risk assessments. Employees conducting assigned work where a risk assessment determines that additional personal protective equipment may be required will be provided with the appropriate PPE.

10. Mask and Face Coverings



In addition to hand hygiene and physical distancing, experts at the World Health Organization, Health Canada and Public Health Ontario recommend wearing non-medical masks and face coverings to help reduce the spread of the virus to others.

The wearing of masks and face coverings is mandatory in all indoor spaces at York University. Exemptions may apply. Refer to York University's Mask or Face Covering Protocol and for further details to Mask or Face Coverings – FAQs.

All required service employees and students expected to have classes on campus will be supplied with two three-layer washable York branded face coverings free of charge when returning to campus. Face coverings are **not** considered PPE. Refer to Face Covering Information Sheet for information related to use and maintenance of them.

Resources

Key tools and resources for instructors who will be teaching in person on York campuses include:

- [York University Better Together Website](#)
This website provides the York University community with updates, information and many resources related to our phased return to university campuses. Information about programming, research, and health & safety resources can be found and this information is updated regularly.
- [COVID-19 Protocol for Self Disclosure, Screening and Incident Management](#)
This protocol provides information and guidance to students, staff, faculty and managers overseeing areas/teams with respect to self-disclosure of COVID-19, screening practices and incident management processes. Prior to returning to campus, students, faculty and staff will be sent information on the screening protocol, and the screening checklist is available at <https://yubettertogether.info.yorku.ca/appendix-a/>. It is expected that students, faculty and staff do not attend campus without first self-screening. Additionally, this protocol provides guidance on how to handle disclosures of COVID-19.
- [Mask and Face Coverings Mandatory on York Campuses](#)

FAQs

Are instructors responsible for enforcing public health guidelines and York protocols?

No, instructors are not responsible for conducting health screening or enforcing health and safety protocols.

What if there are students in my class who do not wear masks?

There are people who cannot wear masks for medical reasons. Instructors are not responsible for enforcing the wearing of face coverings and should not inquire about the personal health information of any York community member. Refer to [Mask or Face Coverings](#) – FAQs for more details.

What do I do if a student discloses that they are ill?

Please refer to COVID-19 Protocol for Self Disclosure, Screening and Incident Management on how to handle disclosures.

Am I responsible for communicating Health and Safety information to students?

No, instructors are not responsible for communicating health & safety information to students by email or in the classroom. If questions are received, students can be directed to the Better Together website. See below for additional information on student communications.

Am I responsible for communicating specific health and safety information to students in my lab?

Yes, instructors are required to inform students about safety protocols within a specific lab.

Support

The [Health, Safety & Employee Well-Being](#) team at York University provides a broad range of services to the University employees (staff/faculty). This unit is available to answer questions about return to campus in the context of COVID-19 and the university's health and safety measures and/or questions about health-related workplace accommodations.

General inquiries can be sent to hsewb@yorku.ca and workplace accommodation or exposure/illness related to COVID-19 inquires should be directed to ewb@yorku.ca.

All Faculties and departments have one or more Area Health and Safety Officer(s) (HSO), who can act as a resource and liaison for health and safety related questions. To see who your area's HSO is, please visit: <https://yulink-new.yorku.ca/documents/20182/92034/HSO+Contact+List+by+Area-.pdf/d286f4b2-0317-4bde-94c6-75715efe47b1>

Area Managers and/or academic leaders are another resource for staff and faculty regarding workplace health and safety concerns and questions.

York's Joint Health and Safety Committees (JHSC) are another resource for staff and faculty regarding workplace health and safety concerns and questions. For more information or to contact your JHSC rep, please visit https://jhsc.info.yorku.ca/ppy_secure/welcome/

Student Communications

Students registered for courses with required in-person components will receive health and safety communications directly from the Registrar's Office. This will include information about screening, self-disclosure protocols, assessments, the ways in which the campus is being adjusted to ensure the health and safety of community members, and links to our Better Together website where students can find additional information and resources on returning to campus safely.

All communications for students can be found at: <https://yubettertogether.info.yorku.ca/category/students/>