Return to In-person Teaching and Learning: Resources for Instructors

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YORK U

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As part of York University's gradual return to our campuses, we are looking forward to welcoming some of our instructors back to physical classrooms in Fall 2021. We recognize that some instructors may not have been on York campuses for several terms and others may be new to York University altogether. This document is designed to provide you with information related to classroom and teaching based activities and spaces.

While we hope this document is helpful on classroom specific details, the YU Better Together website is always the most current source of information on COVID and return to campus related topics. Information for Faculty/Instructors and Researchers can be found at: https://www.yorku.ca/bettertogether/faculty/ and the Frequently Asked Questions offers answers specific to each part of York's community.

Important Note

All classes, including those scheduled for in-person instruction will be delivered **online or remotely, up to and including Sunday, September 12, 2021.** In-person, on-campus instruction now begins on September 13, 2021. This period provides time for students and faculty to upload their proof of vaccination or confirm an approved exemption after the online system goes live on September 7, 2021. More details are available here.

Before Coming to Campus

Please ensure that you have completed the Return to Campus Training Module.

York University recently launched YU Screen, a new automated COVID-19 self-assessment screening tool that all faculty, staff, instructors, students, researchers and visitors must use before coming to campus to self-screen and confirm that they have not been exposed to COVID-19. Please be sure you have completed the screening each day you will be on York campuses or other spaces where York curriculum is delivered.

Please see below for additional preparatory and ongoing measures you can take to ensure a productive and safe learning environment.

Course Syllabi

Most Faculties have syllabi templates that include up-to-date required and recommended language pertaining to Senate and Faculty academic regulations. Faculty and instructors are expected to observe the Course Outline Guidelines established by the Senate Committee on Academic Standards, Curriculum & Pedagogy (ASCP). In addition, although not obligatory, faculty and instructors teaching on-campus and in-person are encouraged to include a statement on health and safety in their syllabi in efforts to help set expectations on and remind all participants of the health and safety measures that need to be observed while on campus. The following recommended language is also included in the "The Community of Care Commitment: Resources and Pathways to Support Conflict Resolution (Fall 2021)" document posted on the Better Together website.

> As part of York's Community of Care Commitment, all members of the York community share in the responsibility of keeping others safe on campuses. In this class, as elsewhere on campus, students must comply with all University health and safety protocols, including:
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> - Self-screening using the YU Screen tool prior to coming to campus for any in-person activities
> - Not attending in-person activities at any of York University's campuses/locations when you are feeling unwell or if you answer YES to any of the screening questions.
> - Wearing masks or face coverings that completely cover the mouth, nose and chin while on campus
> - Avoiding eating and drinking in classrooms, research and in shared spaces, where eating is explicitly not permitted (e.g., Libraries)
> - Engaging in good hand hygiene
> - Following instructions in designated spaces, as they pertain to giving space to one another and/or protocols for entry to and exit from classrooms, instructional and other shared spaces (e.g., Libraries), when applicable.
>
> Information about COVID-19 health and safety measures can be found on the Better Together website. The Senate Executive Committee's Principles to Guide 2021-2022 Course Planning encourage us to uphold compassion, kindness, empathy, and a sense of responsibility towards one another. We all have a duty to uphold professional and respectful interactions with one another.

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Teaching Support

One-on-one assistance is available through the Teaching Commons virtual drop-in hours, 10 a.m.-12 p.m., Monday to Friday. For discipline-specific guidance, each Faculty has identified a dedicated liaison educational developer as a first point of contact with the Teaching Commons, in addition to identifying an in-house contact. See what is available from a full list of supports.

Learning Technology Services (LTS) also offers virtual drop-in sessions daily, Monday to Friday. York University Libraries also offers chat and Zoom consultation.

The list of contacts and support services developed for TAs, can be found on Going Remote.

York University Libraries (YUL) is continuing to provide research guidance and assignment development consultations to students, instructors and faculty through Zoom, email, and other virtual methods. If you are teaching in the upcoming terms, we encourage you to reach out to the YUL Content Development and Analysis Department at: yul_cda@yorku.ca for help with online materials for course readings. YUL offers a range of services during the pandemic and have information here on course reserves.

As we approach the fall term, YUL is developing a comprehensive plan to safely restore on-site library services and operations that were paused during the pandemic. Stay tuned for regular updates on the YUL site. Please note, only electronic materials should be required for those courses being taught remotely.

Hyflex Teaching

The University has upgraded classroom technology to enable Hyflex teaching in some rooms at both the Keele and Glendon campuses. Simply defined, a Hyflex course model provides students the opportunity to attend a course in person or to attend synchronously online, and allows instructors to teach simultaneously to both groups. Information on how to use Hyflex technology is here: https://lthelp.yorku.ca/hyflex. Tips and advice on successful Hyflex pedagogy can be found at: https://www.yorku.ca/teachingcommons/hyflex/. Best practices, training sessions and more are being offered in advance of the start of term.

Recording of Lectures

Learning Technology Services is offering a new Lecture recording tool called Panopto which will launch in advance of Fall 2021. Current information on recoding lectures can be found at: https://lthelp.yorku.ca/lecture-recording. We encourage instructors to record and post lectures as a way of making them accessible to students who may not be able to attend classes in person, if they have not passed health screening.

Contingency Plans for Going Remote

Instructors teaching in person in Fall 2021 are advised to have contingency plans to switch on-campus elements of their course to remote/online if necessary, for health and safety reasons, either temporarily, or for the remainder of the course as deemed necessary by public health (see Principles to Guide 2021-22 Course Planning at p.4).

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Hard Copy Course Materials

While there is no danger in distributing hard copy materials so long as other protocols are respected throughout the process, we encourage you to use eClass for all course material distribution as this is the most convenient and accessible method for students.

Distancing: Do Your Part, Stay Apart

The Province of Ontario has amended its rules concerning physical distancing for **indoor** instructional spaces at the university, effective September 7, 2021. Contingent upon the university's provincially mandated COVID-19 vaccination and mask-wearing policy, there is no mandatory physical distancing and capacity limit requirements for indoor instructional spaces (e.g., classrooms, labs, etc.) …. This applies to indoor instructional spaces only" (MCU Memorandum, 31 Aug. 2021). 2-metre physical distancing for **outdoor** instructional spaces remain. As part of its own health and safety measures, however, York has restricted the number of students per classroom in Fall 2021, and classes have been scheduled to allow for physical distancing wherever possible. We encourage all members of the York community to give each other as much space as is available.

Masks

All persons entering an indoor space – and outdoors whenever physical distancing of 2 meters cannot be maintained – on York University property are **required** to wear a mask or face covering in a manner that covers their mouth, nose and chin when entering and for the duration of their stay, unless an exemption applies. Indoor spaces include but are not limited to **classrooms**, administrative buildings, offices, meeting rooms, common areas in all residences, washrooms, corridors and elevators.

All attempts should be made to wear a mask or face covering while indoors. However, if teaching is impacted in a considerable way, the mask can be temporarily removed when a minimum of 2-metre physical distancing is maintained.

Students are required to wear a mask or face covering in any indoor spaces including classrooms, unless an exemption applies. Masks can temporarily be removed when having a quick drink or to eat, but all are encouraged to maintain physical distancing while doing so.

Outside of situations where Personal Protective Equipment (PPE) is expected as part of a program or functional unit's stated requirements, **no individual may inquire about or demand a rationale of someone not wearing a mask or face covering**. Be respectful of those with approved exemptions.

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Classroom Ventilation

Enhancement of building ventilation is one of many things the university is doing to ensure a safe and healthy return to campus. Click here for more detail on building ventilation and other health and safety measures.

Vaccination

York University requires all community members and visitors on our campuses to be vaccinated against COVID-19, subject to medical and human rights exemptions, in accordance with all applicable laws and regulations. An automated and centralized system for implementation of the vaccine mandate will be available as of 07 September 2021. Adherence to the mandate and required follow up will be managed centrally. **Please note that instructors cannot ask students if they have been vaccinated.**

No individual may request or demand personal medical information from another person including (but not limited to) inquiring about or asking for verification of their vaccination status. No individual can deny another individual access to a teaching, learning or research space based on assumptions about their personal health information, including vaccination status.

Remember and remind others that everyone has a right to keep their personal health information private. Consider if there are power differentials between you and the other individual(s). Even if the relationship is not marked by an obvious power differential (e.g., peer-to-peer, student-to-student), consider that even voluntarily disclosing your own health information (e.g., vaccination status) may lead to an unspoken expectation that the other individual(s) reciprocate where they may not want to.

Vaccination clinics will continue to be held on York University campuses throughout September.

Students

Health & Safety Protocols

Instructors are not responsible for enforcement of health and safety protocols or distributing separate health and safety materials. Students will be receiving messaging from the Division of Students on this topic. Please consider including the course syllabus language above. In addition, it's appropriate for instructors to remind a class of the university's policies and the expectation that all those on teaching and learning at York observe them.

Should a student declare that they are ill, please refer them to the COVID-19 Protocol for Self-Disclosure, Screening and Incident Management.

Should a student in your class test positive for COVID-19, the university's case management group is responsible for tracking positive cases and connecting with public health authorities. The instructor may be contacted personally by Toronto Public Health or the university's case management team and should take no action other than to follow instructions provided by those groups.

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Conflict Resolution

If conflict does arise, it should be resolved as close to the source as possible. Members of the community are encouraged to address any issues promptly and informally as appropriate and respecting rights and privacy of all parties. Should informal attempts at resolution be unsuccessful or inappropriate and conflicts continue to persist, the parties should seek the advice and/or support of the contact person in their Department or Faculty who is responsible for responding to questions and concerns related to return-to campus issues. These contacts are meant to extend processes currently followed at York to seek information and support in resolving issues.

York Security Services should only be contacted in situations where there is an immediate threat to personal safety that cannot be resolved through other methods. Click here for information on Pathways to Support Conflict Resolution.

Registration

What should you do about students who are not registered but who are attending class in the hope of enrolling? For fall 2021 students may not attend any class they are not enrolled in because enrolment records will be used in the event that contact tracing is required. Instructors can state this at the start of each class and/or where feasible, take attendance.

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